

DeskMate



GETTING STARTED

Productivity Software Designed Around the
Easy-to-Use DeskMate Graphical User Interface
—Get Started With Ten Included Applications

DeskMate®

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DeskMate® *Getting Started:*

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DeskMate®

Getting Started

Welcome to DeskMate!

Your *Getting Started* magazine introduces you to the fascinating world of DeskMate. If you are new to the DeskMate product, you might have some of the following questions:

What is it? DeskMate combines several useful *applications* (software programs) into one software package. These applications are powerful tools to help you perform everyday tasks at home, school, or work.

How do I use it? DeskMate is designed to be simple to use. The screens look inviting, and moving around them is easy. Because all of DeskMate's applications work in the same way, you can learn about DeskMate's basic elements, and you're ready to work with any application.

What do I use it for? With applications such as Address Book, Calendar, Draw, Filer, Text, Worksheet, and so on, you can organize your household items, the addresses/telephone numbers of all the organizations you belong to, and even your finances. Type professional-looking letters, neighborhood newsletters, and school reports. And don't forget to include some art you created using the Draw application. DeskMate's uses are limited only by your imagination!

How Do I Learn to Use DeskMate?

Because people like to learn in different ways, your DeskMate product comes with different types of instructional material. You might want to browse through all of these pieces or find one that best suits your needs.

- **DeskMate . . . On Your Mark (or Putting It all Together)** — You will receive one of these items, depending on whether you purchased DeskMate separately or it came with your new Tandy computer. Use this documentation to get DeskMate set up and ready to use.
- **Getting Started** — This magazine gives you a quick look at DeskMate and each of its applications. Each application article teaches you the basics of using that application.

- **DeskMate User's Reference** — This manual gives you more specific information about the applications. Each application chapter gives you step-by-step instructions for each menu option and also provides a guide to the tasks you can perform with that application.
- **Beginner's Lessons** — These are “on-the-screen” (on-line) exercises that you can choose from the Teach Me box on DeskMate's central screen (the *desktop*). Each application has its own Beginner's Lesson that teaches you the basic concepts of that application.
- **Help** — DeskMate provides an extensive on-line help system that is available from anywhere in DeskMate by pressing **F1**.



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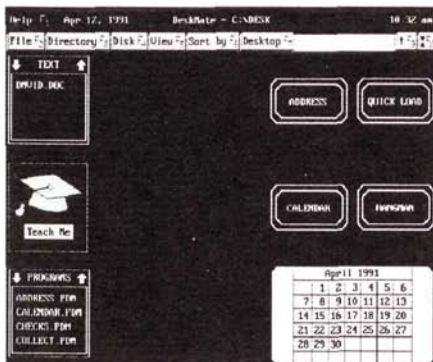
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Getting Around in DeskMate

DeskMate's applications all use the same basic elements. When you understand these elements and how to move around among them and select them, you can quickly and easily use any of the applications.

When you start DeskMate, you see DeskMate's central screen, the **desktop**.



The boxes you see here on the desktop are like “doors” to DeskMate’s **applications**. Applications help you perform tasks like letter writing, record keeping, and even budget planning.

Take a look at how easy it is to move around the desktop.

Moving Around the Desktop

On the desktop, notice that the TEXT application on the screen is highlighted. The highlight is one way for you to see DeskMate’s **cursor**. The cursor simply lets you know where you are on the screen.

Sometimes the cursor appears as a highlight, and sometimes it appears as a blinking vertical or horizontal line.

Moving from door to door is easy. All you do is press the **TAB** key on your keyboard.



Go ahead and move around. Press **TAB** a few times and watch the cursor move around on the screen.

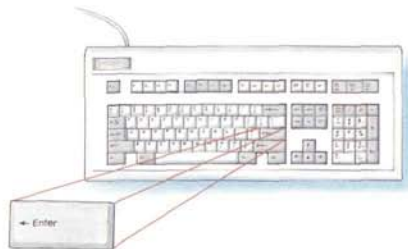
Keep going. When the cursor gets to the bottom of the screen, it will start over again at the top.

If you accidentally move too far and want to back up, simply press **SHIFT+TAB**. (Hold down **SHIFT** while pressing **TAB**.)

Opening the “Doors”

To open a DeskMate “door” (or application), simply move the highlight to the application you want to open, and then press **ENTER**. If you have gone through the Beginner’s Lessons, you have already opened one of DeskMate’s doors by selecting the Teach Me box.

For practice, move the cursor until you highlight the TEXT application box and press **ENTER**.



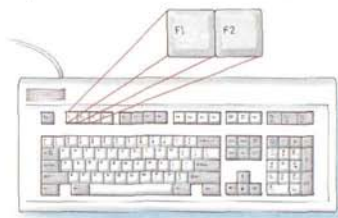
Great! The Text application is the part of DeskMate that makes your letter or report writing tasks easy. You’ll learn more about the Text application later. For now, though, let’s use this application to become better acquainted with DeskMate.

Telling DeskMate What You Want

One of the things that makes using DeskMate so easy is being able to tell it what you want.

All of DeskMate’s applications have a **menu bar**. The menu bar displays the **menus** that you can use with the application you’re in. For example, Text has six menus.

To “pull down” or open menus, use the **function keys** on your keyboard.



Go ahead and open the File Menu by pressing the function key **F2**.



What you see is a list of **options**. Each menu has different options to help you complete a task.

Some menu options might be shadowed. A shadowed option is one that can’t be used right now.

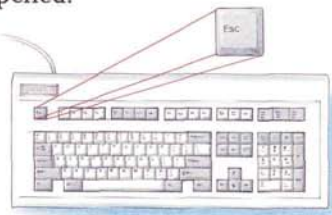
Want to look at some of the other menus? Simply press the function key (like **F2** earlier) for the menu you want to see.

If you have opened a menu and then decide to do something

The function keys on some computers might be located on the left side of the keyboard.

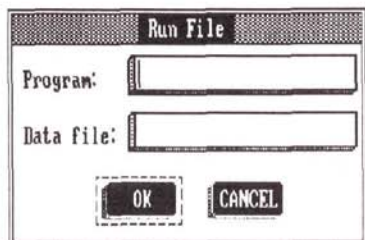
*Some options on the menus have **accelerator keys**. These keys are listed to the right of the option name. You can press these keys (or key combinations) instead of selecting the option.*

else first, close the menu by pressing the **ESC** key. Go ahead and close the menu you've just opened.



Open the File Menu (**F2**) again to see how easy it is to select an option on a menu. Simply press the **↓** key until the option you want is highlighted. Go ahead and highlight the Run option. If you move the highlight too far, you can always press the **↑** key to back up. When the Run option is highlighted, press **ENTER** to select it. See how easy it is to use DeskMate's menus?

When you select the Run option, a **dialog box** appears on the screen. A dialog box simply lets you give DeskMate any additional information it needs to complete a task. After you provide the information DeskMate needs, you'll be on your way.



You can move around the dialog box like you move around on the desktop. Simply press **TAB** to move the cursor forward or **SHIFT+TAB** to move it backward. To learn more about dialog boxes and how to use them, be sure to see the box entitled "Getting Around a Dialog Box" in this article.

Ready to go back to home base — the desktop? Press **ESC** and watch how DeskMate "backs up" until the desktop reappears. (If you pressed any other keys while you were in the Text application, DeskMate might ask if you want to save your document. Simply press **→** to underline **N**O, and press **ENTER**.)

Great! Now, there's one more way for you to tell DeskMate what you want. See the application box on the desktop called **PROGRAMS**? This kind of application box is known as a **list box**. Sometimes list boxes will appear in DeskMate so that you can make a specific choice.

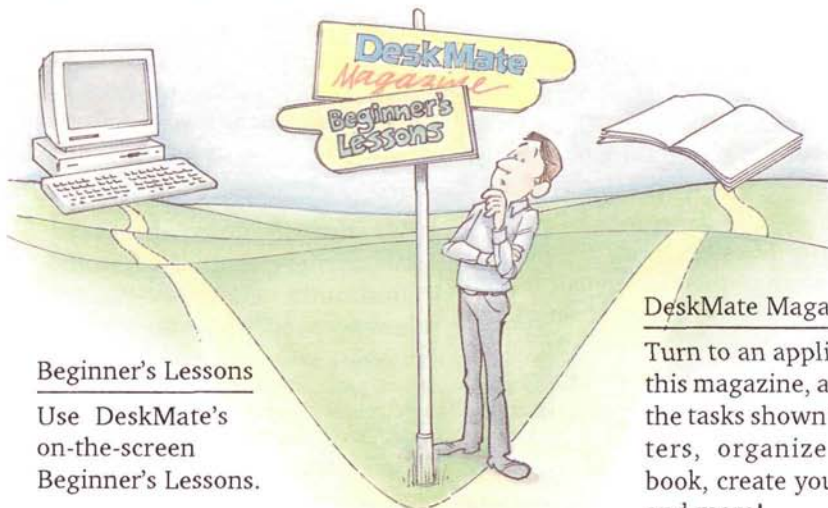


It's easy to select from a list box. Go ahead and try it. Move the cursor to the **PROGRAMS** list box. This list box contains a list of all the DeskMate applications that you can open. Now, simply press the **↓** key to highlight **FILER.PDM**. See how the information scrolls in the box so that you can find your choice? To select the highlighted application, press **ENTER**.

You'll learn more about Filer when you start exploring DeskMate on your own. For now, though, press **ESC** to go back to the desktop.

*Press **ESC** to remove menus or dialog boxes from the screen and also to exit an application and return to the desktop.*

Now, you're ready to start exploring DeskMate's applications. There are a couple of ways for you to do this. Either way is simple and teaches the basics you need to know about an application. Choose the way that is best for you.



Beginner's Lessons

Use DeskMate's on-the-screen Beginner's Lessons.

Go ahead and explore. Your DeskMate magazine and Beginner's Lessons are always available to help you get started. Also, remember to press **F1** for help if you need it. (See the "Getting Help" article for more information.)

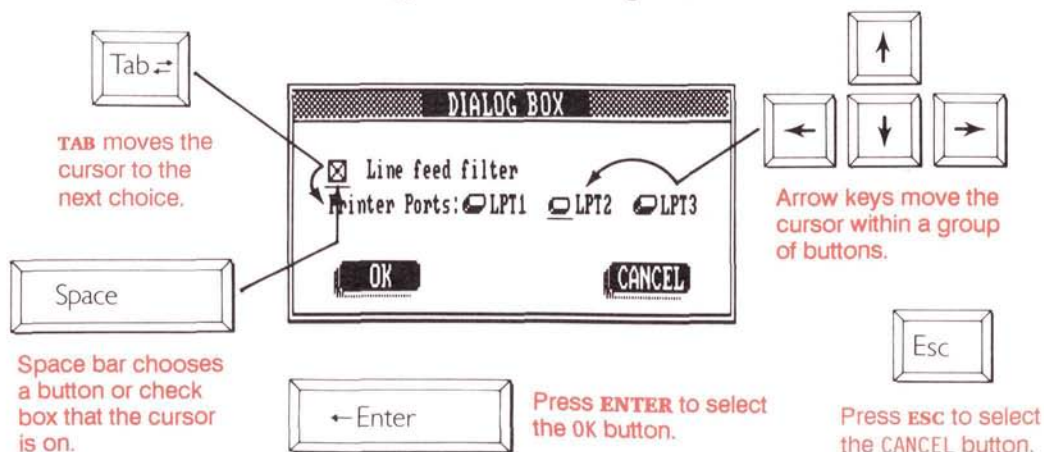
To Start the Beginner's Lessons:

1. Press **TAB** until the Teach Me box on the desktop is highlighted.
2. Press **ENTER**.
3. Press **↓** to highlight a specific lesson, and press **ENTER**.

DeskMate Magazine

Turn to an application article in this magazine, and step through the tasks shown there. Write letters, organize your address book, create your own art work and more!

Getting Around a Dialog Box



Using a Mouse with DeskMate

When you are using DeskMate, you can use a keyboard, a mouse (or joystick), or both to move around through DeskMate's applications. If you add a mouse to your system, you'll find that this handy tool speeds up your DeskMate tasks considerably.

If you're going to use a mouse, you must first "set it up" so that DeskMate knows what kind of mouse you are using. For instructions, refer to "Mouse Settings" in the "Setup" section of the "Accessories" article.

Making the Mouse Work

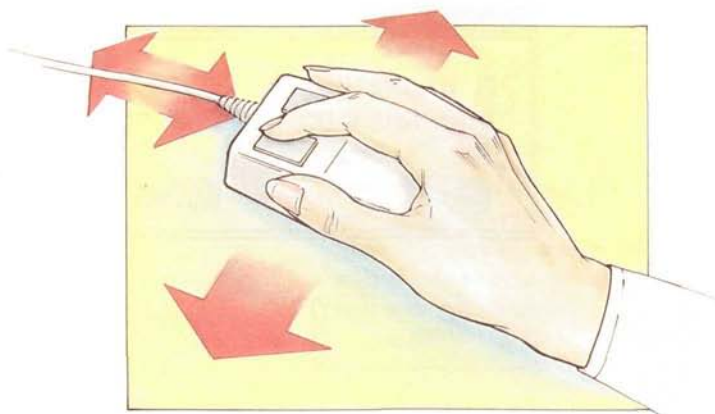
Using a mouse makes moving the cursor quick and easy. When you use the keyboard to move the cursor, you use the arrow keys, **TAB**, **ENTER**, and the space bar.

If you have a mouse, you can move the cursor by simply "pointing, clicking, and dragging." You *point* to items on the screen by rolling the mouse around a flat surface. On the screen, the mouse pointer moves, showing you where you are. *Clicking* (pressing and releasing) the left mouse button lets you either select an option or button you are pointing at or move the cursor to where you are pointing. *Dragging* lets you highlight information. To do this, point to where you want to start highlighting and hold down the mouse button. While holding down the button, move the mouse until you highlight all the information. Then, release the button.

The old adage "practice makes perfect" is certainly true when you use a mouse with DeskMate. The more you experiment with your mouse, the easier it is to use.

We've provided a Techniques Box that describes the basic mouse movements. Also, in the illustration below, you can see how to point, click, and drag a mouse.

You'll soon discover the advantages of using a mouse with DeskMate!



Techniques Box

Mouse Basics

To Point: Move the mouse along a table top until the tip of the pointer is where you want it on the screen.

To Click: Quickly press and release the left mouse button.

To Double Click: Click the left mouse button twice in rapid succession.

To Drag: Hold down the left button while moving the mouse.

To SHIFT+Click: Hold down the **SHIFT** key and click the left mouse button.

Use the Mouse with Arrow Icons

Arrow icons (graphic representation of an arrow) appear on the menu bar, in list boxes, and other appropriate places in some applications. Click on an arrow icon to move the cursor in the direction of the arrow.

Use the Mouse with Menus

1. Point to the appropriate menu button on the menu bar.
2. Click the mouse button.

3. Point to the option you want to choose.

4. Double click the mouse button.

or

1. Point to the appropriate menu button on the menu bar.
2. Hold down the left mouse button, drag the mouse to open the menu, and highlight the desired option.
3. Release the mouse button.

Use the Mouse with Dialog Boxes

- Point to the desired field or button, and click.

If you click on a field that requires that you type information, the cursor appears there so that you can type.

If you click on a button, the button is chosen.

If you click on a check box, the box is checked (or unchecked).

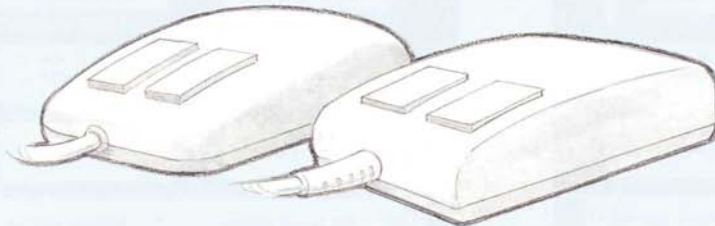
Use the Mouse to Highlight

1. Point to the place you want to begin highlighting.
2. Drag the pointer to the end of the information you want to highlight.

Add a Mouse for “Point and Click” Convenience!

Add a mouse to your computer to make DeskMate even easier to use.

By simply rolling the mouse across your desk, you can make the cursor fly from one menu to the next, and make selections with a click of the mouse's button. A mouse also provides you with greatly enhanced precision in DeskMate's Draw application.



Getting Help

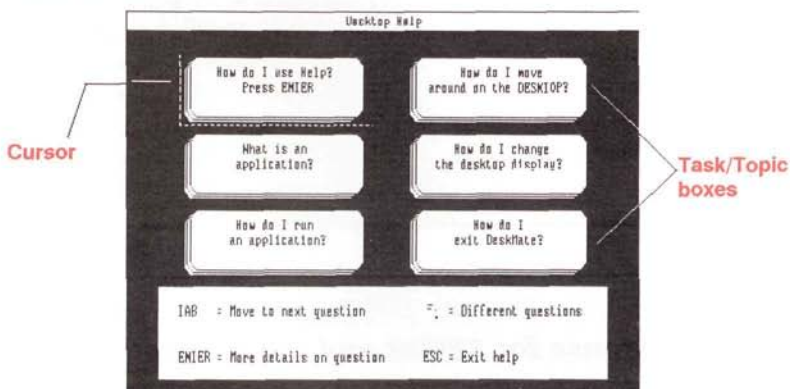
Although DeskMate is easy to use, you might occasionally need more specific information than is covered in this magazine. DeskMate's help system is built into the software. This system offers different levels of help, from general to specific, to meet any of your needs.

DeskMate's help is available anywhere in DeskMate. Simply press the **F1** key. Depending on the screen you are using when you press **F1**, or where you position the cursor, information appears to assist you. Not only is DeskMate's help easy to access, but it is also easy to get out of and right back to where you were. Simply press **ESC** until you exit Help.

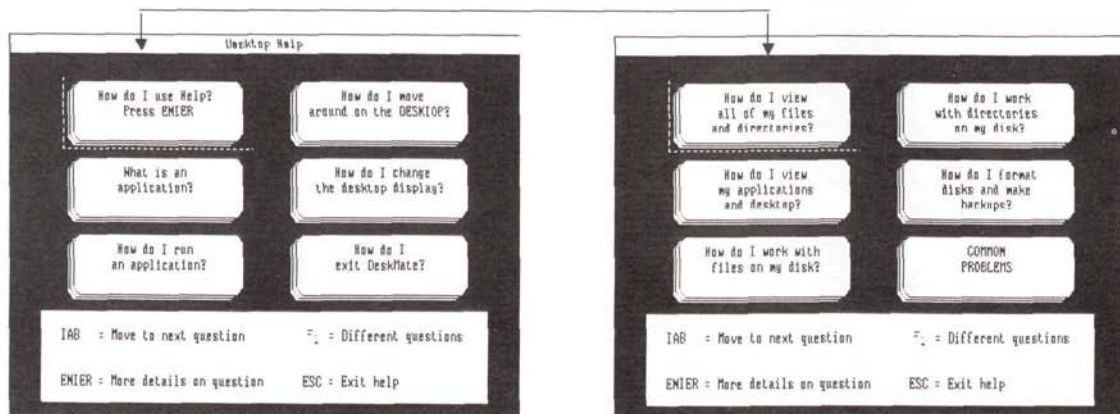
General Help

General Help appears when you press **F1** without selecting something specific on the screen. General Help presents a group of tasks and topics related to your present location on the screen. You can choose a specific box (task or topic) by using the arrow keys to move the cursor. The cursor on this screen is the dotted box.

When you press **F1** from the desktop screen, specific information about what is currently highlighted on the screen appears. Pressing the **F1** key again accesses General Help.

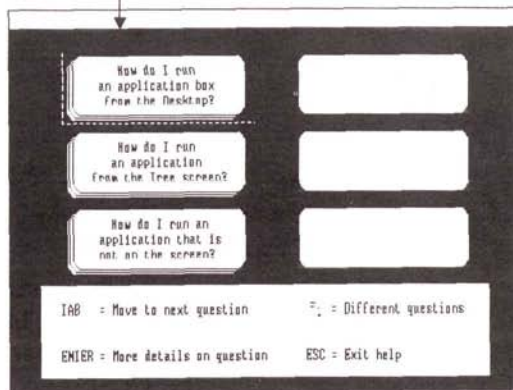
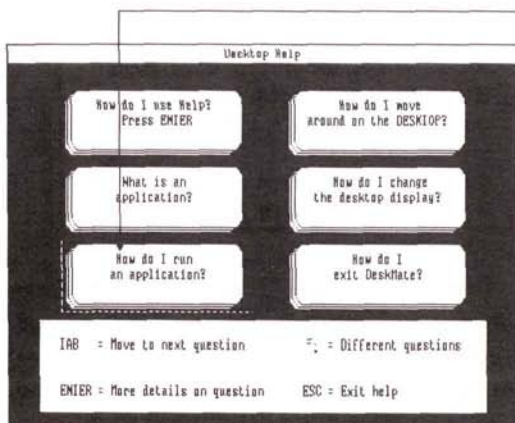


If you don't see the task or topic you need on the first screen, you can continue to display additional task/topic boxes by simply pressing **F1**.

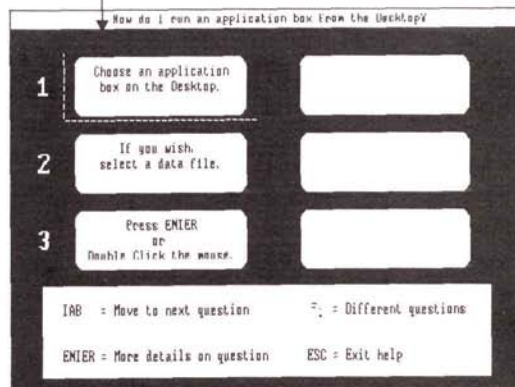
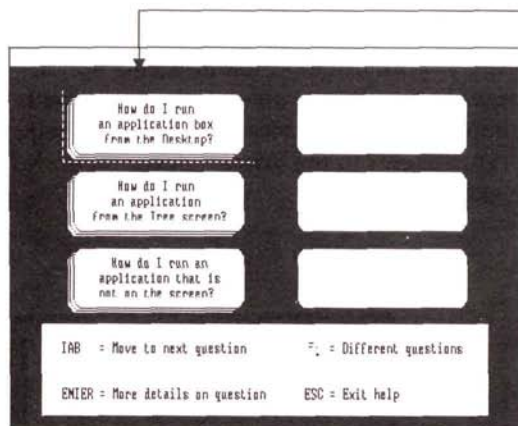


Once you see the task/topic box you want, press **ENTER** to display specific information and instructions for that task or topic. Depending on the box you choose, DeskMate displays:

- **Additional task/topic boxes**

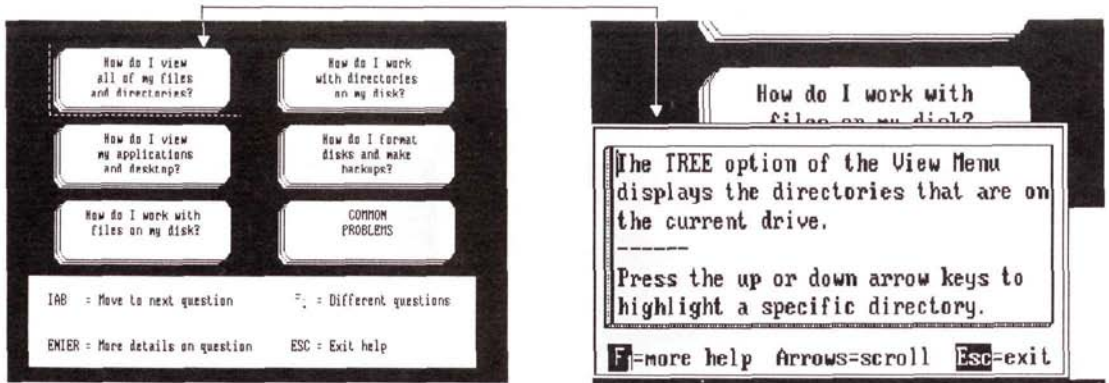


- **Step-by-step instruction boxes**



*If you don't understand a specific step, move the cursor to the step and press **F1** or **ENTER**. Additional information about the step appears in the lower, left corner of the screen.*

● Or, an information box

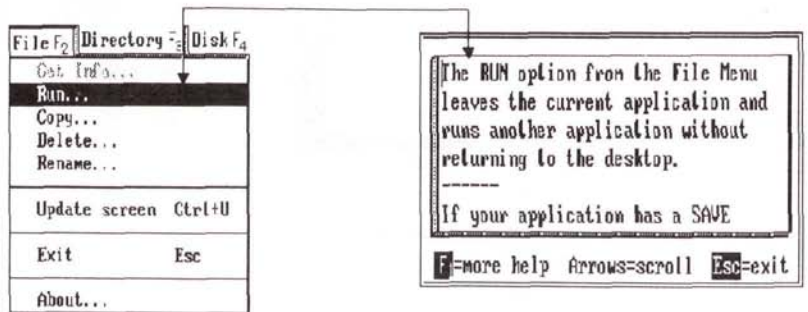


The information box is the most specific help you can get on a task or topic, but if you still need help, press **F1** again. You will either see additional information in the box or return to the first general task/topic screen so that you can review the list of tasks and topics again.

Quick Reference Help

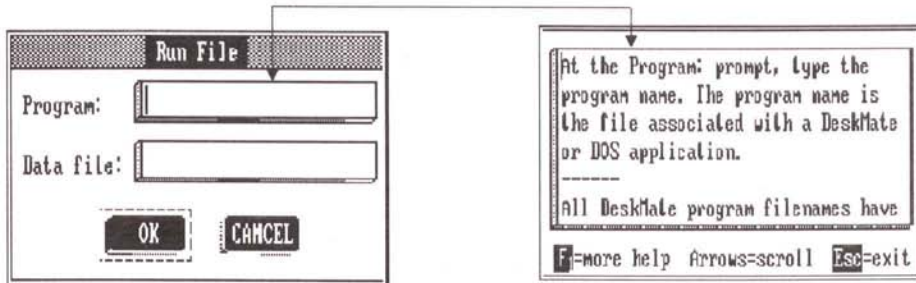
Quick Reference Help gives you information about menu options, dialog boxes, and message boxes. When one of these elements appears on the screen, simply press **F1** to access DeskMate's help. Information about the option appears in the lower, left corner of the screen as shown in these examples:

● Menu option

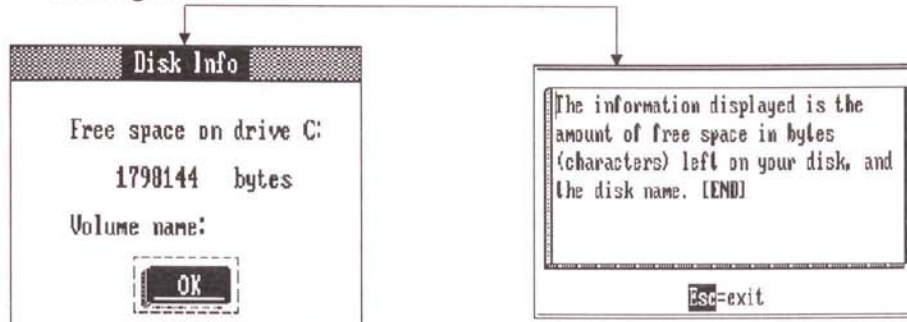


Some programs you might run under DeskMate provide their own help files. If you are using one of these programs, you will not be able to get help for dialog boxes, menus, or menu options.

- **Dialog box**

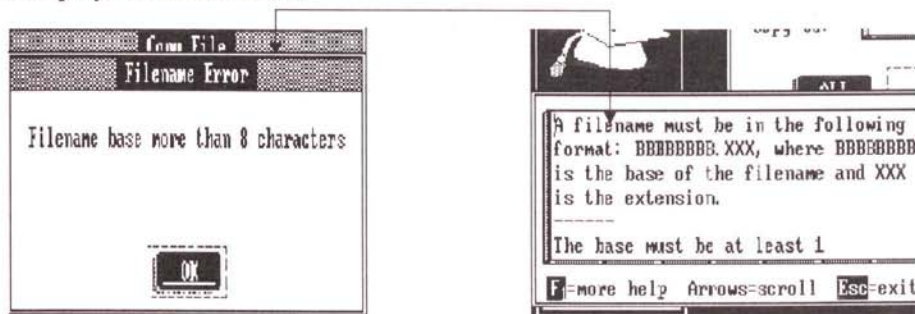


- **Message box**



Problem Solving Help

Problem Solving Help appears if you press **F1** when an error message is displayed on the screen.



This help is designed to give you information or instructions about the error you made while performing a task. For example, if you enter incorrect data in a dialog box, Problem Solving Help states why your data is incorrect.

DeskMate's Beginner's Lessons (Tutorials)

Beginner's Lessons for most of the DeskMate applications are available to teach you specifics about an application. However, you can only run a lesson from the desktop. To access a lesson, use the arrow keys to highlight the Teach Me box, and then press **ENTER**. A menu appears listing the available lessons. To run a lesson, highlight it and then press **ENTER**. Your step-by-step exercise begins.

To exit a lesson, press **ESC**. Press **ENTER** to confirm the exit and return to the lesson menu. From there, you can select Exit This Lesson (or press **ESC**) to return to the list of lessons. Press **ESC** again to return to the desktop.

Techniques Box

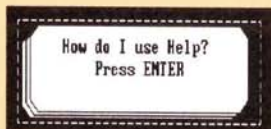
Select Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- **ENTER** automatically selects OK.
- **ESC** automatically cancels the operation.

Cursor



— Dotted box

ENTER and F1 Key



Selects a specific Task/Topic box



Displays additional Tasks/Topics boxes

Types of Help Boxes

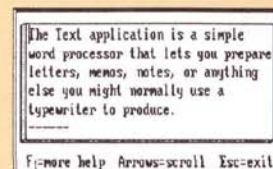
Task/Topic Boxes



Step-by-step boxes



Information box

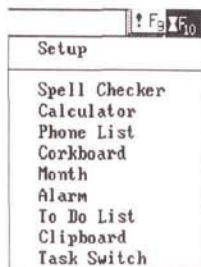


Accessories

Change your screen colors, add up figures on a calculator, set an alarm, plus much more.

DeskMate's accessories are handy tools you can use from anywhere in DeskMate. These tools enhance DeskMate in the same way that you use accessories to enhance your wardrobe or home.

To access these tools or accessories, press **F10** from anywhere in DeskMate.



The Accessory Menu (**F10**) lists DeskMate's accessories. Use ↓ or ↑ to highlight the accessory you want to use, and then press **ENTER**.

Setup lets you change DeskMate's colors, set the date and time, and specify any special equipment you are using (such as a modem, printer, or mouse).

Spell Checker uses a 90,000-word dictionary to check for spelling and typing errors.

Calculator helps you tally up that list of figures, just like a hand-held calculator.

Phone List helps you access phone numbers quickly and eas-

ily, and with a modem, you can dial these numbers in a flash.

Corkboard lets you jot down notes that you would normally attach to your refrigerator.

Month lets you glance at a monthly calendar.

Alarm flashes or sounds off to remind you of appointments.

To Do List helps you keep track of daily events.

Clipboard lets you see what information is currently in the clipboard and then move that information into another application.

Task Switch lets you switch between DeskMate applications, or between DeskMate and another software package.

When you receive DeskMate, some accessories might be displayed on the desktop. You can display the Corkboard, Month, Phone List, or To Do List on the desktop. Mix and match these accessories to fit your needs.

See the "Desktop" article for instructions on how to install an accessory on the desktop.

Let's look inside the various accessories so that you can see how they work in DeskMate.

Attention Diskette Users:

*If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette and press **ENTER**.*



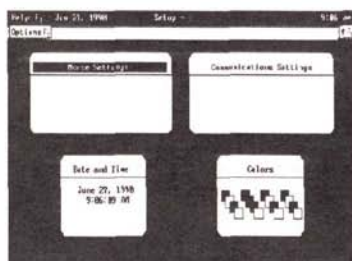
*Some programs you run under DeskMate might provide a different Setup accessory when you press **F10** than the one that came with your DeskMate version. If this is the case, delete the Setup accessory (dmsetup.acc) from the non-DeskMate program's diskette or from the directory where that program is stored.*

Setup

The Setup accessory lets you tell DeskMate how it should look and run. You can change your screen colors, select a new system date and time, and set up your printer, mouse, or modem.

To select Setup, press **F10**. Then press **↓** to highlight Setup, and press **ENTER**.

The Setup screen shows you at a glance how most of the options are currently set.



If you want to change one of the options, select the option from the Options Menu (**F2**). If you are using a mouse and have previously set it up using the Mouse Settings option, simply point to the desired box on the Setup screen and double click to select the options that appear on the screen.

Mouse Settings lets you select various pointing device options.

Communications Settings lets you tell DeskMate what kind of modem (or telecommunications equipment) you are using.

Date and Time lets you change the current date and time in DeskMate.

Colors lets you change DeskMate's screen colors to any

combination that is pleasing to your eyes.

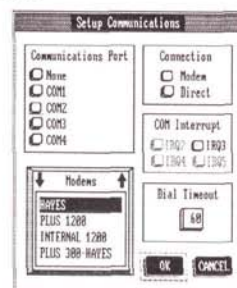
In addition to the Setup options that appear on the screen, there are the Printer and Screen saver options.

The **Printer** option lets you tell DeskMate what type of printer you are using.

The **Screen saver** option lets you blacken your monitor screen automatically after a certain amount of time has elapsed.

Communications Settings

When you select Communications from the Options Menu (**F2**), you see the following dialog box:



Use the options on this dialog box to tell DeskMate what kind of communications equipment you are using.

1. At the Communications Port box, choose the port where your modem is connected. (Usually COM1 is used for an external modem and COM2 is used for an internal modem. COM3 and COM4 are used if you have an option board with serial ports.)
2. At the Connection box, choose Modem if you are using a modem, or Direct if you are going to be con-

nected directly to another computer via cable without using a modem.

3. If you are using COM3 or COM4, at the COM Interrupt box, choose the appropriate IRQ setting.
4. If necessary, at the Dial Timeout box, type the number of seconds you want DeskMate to wait to complete a call (before the modem disconnects).
5. If necessary, at the Modems list box, highlight the modem you are using.

If you have a Hayes modem, choose Fast Hayes. If you experience problems with your modem disconnecting, change your modem selection to Hayes.

6. Press **ENTER**.

Colors

When you select Colors from the Options Menu (**F2**), you see the following dialog box:



If you have a monitor that supports only one palette, such as a monochrome monitor, the Colors option is not available.

Use the options in this dialog box to change DeskMate's colors.

1. At the Palettes list box, choose the section of your screen (background or foreground) you want to change.
2. Use the Red, Green, and Blue bars to adjust the colors and create the color you want.

You can move the setting right to add more of the color or left to reduce the amount of that color.
3. If your monitor can detect intensity settings, adjust the Brightness bar to make the colors brighter or dimmer.
4. At the Change Colors: prompt (only available in the Draw application), choose whether you want DeskMate to save your changes permanently or only use them until you exit Draw.

5. If you want to see the monochrome or color default settings, select either **MONOCHROME DEFAULT** or **COLOR DEFAULT**. (You might want to use the monochrome setting if you have a monochrome monitor that emulates color.)
6. If you want to reset the colors as they were when you first entered the Setup accessory, select **RESET**.

7. Press **ENTER**.



Mouse Settings

When you select Mouse from the Options Menu (F2), you see the following dialog box:



Use the options in this dialog box to set up your mouse.

1. At the Pointing Device box, choose the type of pointing device you are using. Choose:

Serial mouse for a serial-type mouse.

Joystick for a joystick or Tandy color mouse.

PS2 Compatible for a PS/2-style mouse.

Other mouse for a previously installed Microsoft-compatible mouse driver in DeskMate.

None if you don't want to use a mouse.

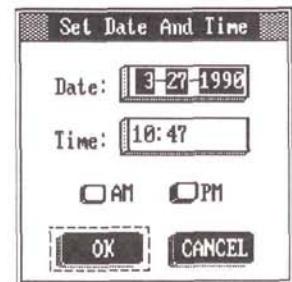
2. If you chose Serial for your pointing device, at the Serial Mouse Port box, choose the appropriate setting (usually COM1).

Be sure you select the correct port if you have already installed a serial mouse.

3. If you are using COM3 or COM4, at the Port Interrupt box, choose the appropriate IRQ setting.
4. At the Double Click Speed box, choose a comfortable double click speed.
5. If necessary, double click on the TEST button to test your double click speed setting.
6. Press ENTER.

Date and Time

When you select Date and Time from the Options Menu (F2), the following dialog box appears:



At the Date: prompt, type a new date using the format *mmddyyyy* (*mm* = month, *dd* = day, *yyyy* = year).

At the Time: prompt, type the new time, using the format *hh:mm:ss* (*hh* = hour, *mm* = minutes, *ss* = seconds). Then, choose either AM or PM.



Printer Settings

When you select Printer from the Options Menu (F2), you see the following dialog box:



Use the options on this dialog box to set up your printer. DeskMate refers to this printer information each time you choose a print option in DeskMate. If you change printers, be sure to change the printer information in the Setup accessory.

1. At the Printers list box, highlight the printer you are using.

ASCII is a generic printer driver and should work with all printers.

2. If you are not going to use a printer, check the No printer check box.
3. At the Line feed filter check box, check the box if your printer does not automatically do a carriage return at the end of a line. Leave the box blank if your printer does a carriage return.

For printers in IBM-mode, do not check this box. For printers in Tandy mode, check the box. If your printer is double spacing or printing lines on top of each other, try changing this option.

4. At the Printer Ports box, choose the port where your printer is connected.
5. To add additional printers to your list of printers, insert the diskette containing the printer information into any drive, and select UPDATE.

6. Press ENTER.

Screen Saver

The Screen saver option is beneficial if you leave your computer and monitor on constantly. DeskMate removes the displayed screen, but you can instantly recall it by pressing any key.

If you wish to leave your computer on but not the monitor, you can turn the monitor off and then on again to redisplay the current DeskMate screen.

When you select Screen saver from the Options Menu (F2), the following dialog box appears.



At the Blacken After list box, highlight the amount of time you would like your screen to remain active before DeskMate blackens it, and then press ENTER.

If you don't want DeskMate to blacken your screen, highlight Never.

A message appears, telling you that you can press any key to return to your application after your screen blackens. Press ENTER to clear the message and return to the Setup screen.

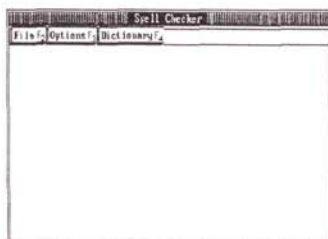
Using Spell Checker with Text

You can use spell Checker if you're working in the Text application by selecting Proof from the Edit Menu. See the "Text" article for more information.

Spell Checker

This accessory lets you check your files or documents for misspelled words. A built-in dictionary checks your spelling, and if it finds an error, it displays the word and offers replacements.

When you select Spell checker from the Accessory Menu (F10), you see the following screen:



Open the File or Document You Want to Check

The first thing you need to do is choose the document you want to check.

1. Select Open from the File Menu (F2) on the Spell Checker screen.
2. Highlight the file you want to check, or type the name of the desired file at the Open File: prompt.

3. Press **ENTER** to begin the Spell Checker procedure.

Check the File or Document

After you open the file, Spell Checker displays an unknown word. The context in which the word appears is shown directly beneath the word.

If the unknown word is correct, you can select Add to Dictionary from the Options Menu (F3) to add the word to your User's Dictionary.

The User's Dictionary lets you add specific words that you often use but are not contained in DeskMate's main dictionary.

Correct an Incorrect Word

1. Either scroll through the Replacements box and highlight the correct word or press **SHIFT+TAB** to move the highlight to the Usage: area and type the correct word.
2. Press **ENTER** to accept the word's context.

You can return to the original word by selecting Restore context on the Options Menu (F3).

Additional Spell Checker Tasks

Check Every Word You Type

- When you first open the Spell Checker accessory, select Auto Proof from the Options Menu (F3).

When a word you type is not found, a beep sounds so that you can check it.

Check a Specific Word as You Type

1. When you first open the Spell Checker accessory, select Check Word from the Options Menu (F3).
2. At the Word to check: prompt, type the word you want to check.
3. Press **ENTER**.

If the word is unknown, suggested alternatives are displayed. If the word is correctly spelled, a message is displayed.

4. Press **ESC**.

Edit the User Dictionary

1. Select Edit from the Dictionary Menu (F4).
2. Choose the word you would like to delete using the following keys:

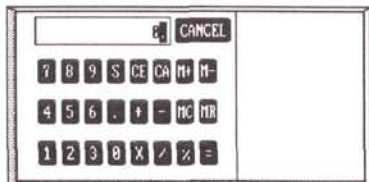
PG UP displays the previous page of words.

PG DN displays the next page of words.

OK accepts the deletions (if any) you have made.

Calculator

When you select the Calculator from the Accessory Menu (F10), DeskMate displays a "hand-held" calculator on the screen.



Simply enter numbers using the number keys on the keyboard, and type the functions as they appear on the calculator buttons. The calculator functions are explained in the Calculator Functions box if you need additional information.

To exit the Calculator, simply press **ESC**.

Phone List

The Phone List accessory shows telephone numbers that you have entered in your Address Book. This accessory is ideal for jogging your memory, printing a list of numbers, or if you have a modem installed, DeskMate will automatically dial for you. When you select Phone List from the Accessory Menu (F10), you see:

Phone List	Number	
B. J. Fletcher	H	555-2496
Cindy Grubb	H	555-1829
Sylvia Jones	H	555-8936
Linda Snelling	H	555-3859

Calculator Functions

S	Changes the sign of a number.
CE	Clears the current entry.
CA	Clears all parts of the calculator, except memory.
+	Adds the displayed number to the next one you enter.
-	Subtracts the next number you enter from the one displayed.
X	Multiplies the displayed number by the next one you enter.
/	Divides the displayed number by the next one you enter.
%	Lets you use a percentage in a calculation. For example, entering 200 - 3% produces the result of 200 minus percent (194).
M+	Adds a number to the amount in the calculator's memory.
M-	Subtracts a number from the amount in the calculator's memory.
MC	Clears the calculator's memory.
MR	Displays the calculator's memory.

When you finish using this accessory, press **ESC** to exit.

Display Phone Numbers

To display work phone numbers, select Work phone from the Number Menu (F3).

To display home phone numbers, select Home phone from the Number Menu (F3).

You can always tell which numbers are displayed because an H (home) or W (work) appears on the phone list.

Make a Call

If you have connected an auto-dial modem to your computer, you can automatically dial any phone number in Phone List. Simply highlight the number you want to call (using ↓ and ↑), and then select Call from the Number Menu (F3).

Be sure you have defined your modem with the Setup accessory's Communications option.

Print Your Phone List

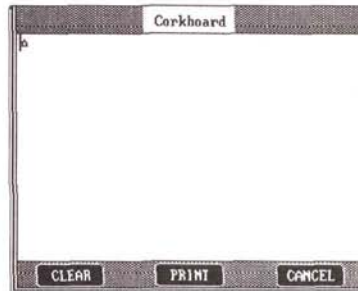
To print a phone list, simply display the list you want to print (home or work phone numbers), and then select Print from the Phone List Menu (F2).

Corkboard

Use the Corkboard accessory as you would a notepad. Your notes are stored in the Corkboard file, and you can refer to them whenever you need them.

About the Corkboard Screen

The Corkboard screen is very simple:

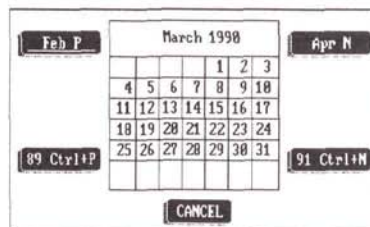


Simply type your notes, and then you can select PRINT to print your notes or CLEAR to delete them. To remove the Corkboard accessory from your screen, press **ESC**.

Month

When you select the Month accessory from the Accessory Menu (**F10**), you'll see the current monthly calendar so that you can quickly check a date. The current month is determined by the date that appears in the upper, left corner of your DeskMate screen.

About the Month Screen



To display the previous month, press **P**. Press **N** to display the next consecutive month.

Want to look a year ahead? Simply press **CTRL+N** to display the same month next year. Or, press **CTRL+P** to display the same month in the previous year.

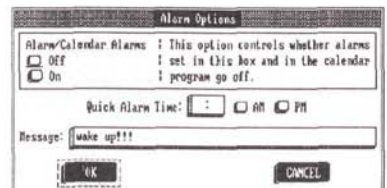
Press **ESC** to exit the accessory.

Key Functions for Corkboard

PG DN	Moves cursor to bottom of screen. Pressing again displays the next screen.
PG UP	Moves cursor to top of screen. Pressing again displays the previous screen.
CTRL+HOME	Moves cursor to beginning of the text.
HOME	Moves cursor to beginning of the current line in Corkboard.
END	Moves cursor to end of the current line in Corkboard.
CTRL+END	Moves cursor to end of the text.

Alarm

To use the Alarm accessory, select Alarm from the Accessory Menu (**F10**). (Alarm only works when you are running DeskMate or DeskMate applications.) You see:



1. At the Alarm/Calendar Alarms box, choose On or Off to turn the alarm on or off.

When the alarm is turned on, the available memory is decreased. If you need additional memory while running DeskMate, be sure the Alarm is turned off.

2. At the Quick Alarm Time: prompt, type an alarm time using the *hh:mm* format (*hh* = hour and *mm* = minutes).
3. Choose AM or PM.
4. At the Message: prompt, you can type a description of the event for which the alarm is set.

When the alarm sounds, you can select Alarm from the **F9** Menu and press **ENTER** to display the message.

5. Press **ENTER**.

To Do List

The To Do List accessory lets you display an agenda box so that you can monitor your day's schedule demands "at a glance." DeskMate's Calendar application works hand-in-hand with the To Do List accessory to give you a quick look at your scheduled events, reminders, and annual occasions.



To learn more about To Do List, take a look at the sample screen and description below:



The first thing that appears in a To Do List (Things To Do agenda) is any Calendar-defined holidays (such as July 4th) or annual occasions, such as a birthday. If two or more annual occasions occur on the same date, they are displayed alphabetically.

After holidays and annual occasions are displayed, the Things To Do agenda displays reminders. If two or more reminders occur on the same date, they appear alphabetically. On the sample screen Make dental appt this month is a reminder.

The last type of information that appears on a Things To Do agenda is events. Your day's events are automatically removed from the agenda as their beginning times expire. When DeskMate displays an event on this agenda, only the start time of the event is displayed.

If two or more events occur on the same date, they are displayed according to the start time. Events (NOTES on the daily calendar) that do not include a time are listed before the events with a time.

DeskMate's Things To Do agenda can hold only 12 activities, so if you have 12 annual occasions that are currently displayed on the agenda, there is no room for reminders or events. As activities originally listed are deleted, additional events, if any, will be displayed.

Display the Things To Do Agenda

To see your daily agenda while working anywhere within DeskMate, simply select To Do List from the Accessory Menu (**F10**). After viewing the agenda, press **ESC** to remove it from the screen.

You can also put the agenda on your DeskMate desktop if there is sufficient space. When there is adequate room to display the To Do List accessory, it will be listed in the Display option on the Desktop Menu (**F7**). Refer to the "Desktop" article in this magazine for further information on rearranging your desktop.

Clipboard

The Clipboard accessory lets you collect multiple pieces of information so that you can copy information in one application and put it in another application quickly and easily. For example, any time you use the Cut or Copy options in the Text or Draw applications, the information you cut or copy is stored in the Clipboard accessory. You can then use the Clipboard to create a file in which to store this information.

In addition to saving information in the Clipboard, you can retrieve, copy, or delete it as you maintain and organize your information.

When you select Clipboard from the Accessory Menu (F10), this screen appears:



Save Clipboard Files from an Application

Follow the steps below to save information on the Clipboard.

1. When you are in an application and you have selected the Cut or Copy option from the Edit Menu (F3), select

the Clipboard option from the Accessory Menu (F10).

2. Select SAVE.

A dialog box appears.

If the Clipboard cannot save all the information you have selected, DeskMate will display a message. Press **ENTER** to clear the message.

3. At the Name: prompt, type the filename to which you want to save the information you have cut or copied.
4. Press **ENTER**.

Notice that the filename appears on the Clipboard with the application name in parentheses.

Copy Clipboard Information into an Application

1. Open the application you want to move information into.
2. Select Clipboard from the Accessory Menu (F10).
3. Highlight the Clipboard entry you want to copy to memory.
4. Select COPY.
5. Press **ESC** to remove the Clipboard from the screen.
6. Move the cursor where you want to place the clipboard information.
7. Select Paste from the Edit Menu (F3).

The Clipboard information appears at the cursor location.

Delete a Clipboard Entry

1. Highlight the Clipboard entry you want to delete.
2. Select DELETE.

The highlighted entry is removed from the Clipboard.

Clear the Entire Clipboard

- Select CLEAR.

All the entries on the Clipboard are deleted.

Task Switch

The Task Switch accessory provides a way to place two DeskMate applications or a DeskMate application and another software program in memory. When you use Task Switch, you can then toggle back and forth between the applications or programs you have set. You can also use Task Switch to move between DeskMate and MS-DOS.

When you store information on diskette or access your disk drives in any way, be sure that you have the correct diskette(s) in the drive(s) for the application or program you are currently using.

Switch Between Programs or DeskMate Applications

Select Task Switch while you are in a program or application. You automatically return to the desktop. Then, simply select the other application or program directly from the desktop. (If the application is not displayed on the desktop, you can use the File Menu's (F2) Run option.)

Now, by selecting Task Switch (or pressing ALT=), you can move directly between the two programs or applications.

To end a task, exit in the normal manner. You will return to the desktop. If you try to exit the desktop and there is still a task in memory, you will return to that program. You can then exit that application, and when you return to the desktop, you can exit DeskMate.

Switch Between DeskMate and MS-DOS

To switch between any DeskMate application (including the desktop) and MS-DOS:

1. At the desktop or application, select Task Switch from the Accessory Menu (F10).

The Run dialog box appears. (If you select Task Switch from an application, you must select Run from the File Menu (F2) when the desktop appears.)

2. At the Program: prompt, type command.com and press ENTER.

The system prompt appears on the screen.

You can now select Task Switch (or press ALT=) to switch between MS-DOS and the desktop.

To cancel the task switch, simply type exit at the system prompt and press ENTER. The desktop is displayed. You can access another application (or program) or exit DeskMate. (If there is still an application in memory when you try to exit DeskMate, enter the application and exit normally and then exit DeskMate.)

Task Switching Notes

- When you start a new program or application, you might need to change to the directory that the new program uses.
- If you task switch to command.com, you must type exit to return to the desktop.
- If you are using another graphics program other than DeskMate, task switching might not occur. You might need to exit the other program or application so that DeskMate can be restored.

Considerations When Running Task Switch

- You cannot use Task Switch if you are running terminate and stay-resident (always in memory) programs, such as Microsoft Windows, Sidekick, and other similar programs.
- You cannot use Task Switch with other software that requires you to reset the computer in order to load.
- You cannot use Task Switch with BASIC, using a mouse.
- You cannot use Task Switch with programs that "take over" the keyboard. You will know if your program does this by pressing the ALT= key sequence. If nothing happens, your program controls the keyboard.

Address Book

Address Book lets you group related addresses together into specialized lists and use them for printing as well as reference. Instead of having a different address book for each of your activities, you can keep all your lists in DeskMate's Address Book.

With DeskMate's Address Book application, you can organize all your addresses and phone numbers in one place. You can keep one master address list and up to 25 separate, specialized address lists — all in one electronic address book.

This article helps you get started by showing you how to add, update, and delete addresses in one or more lists. In addition, you'll get some ideas for setting up your own lists. If you want DeskMate to step you through some Address Book exercises, be sure to see the Address Book: Organize Addresses Beginner's Lesson.

Check Out the Address Book Screen

The Address Book screen is really quite simple.

You can access Address Book from the desktop or from within other DeskMate applications. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.

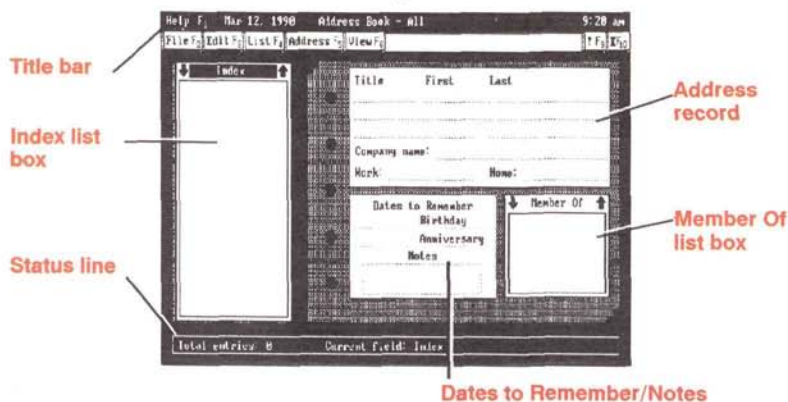
Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

See the Index list box on the left side of your screen? This box lists the addresses alphabetically by last name for the list you are currently using.

If you want to know which list you are using, take a look at the **title bar** at the top of the screen. In the middle of the title bar, the name of the current list appears after the words Address Book. If you see All, you are looking at the master address list.

Now, look at the right side of the screen. You can see that the **address record** is like an index card. You can type your address information on the address record.

See the Dates to Remember/Notes box on the screen? You use this area to type birthday or anniversary dates, and also add special information



you want to remember about the address listing.

Now take a look at the Member Of list box. This box lets you quickly see which specialized address lists contain the currently displayed address.

At the bottom of the screen, the **status line** lets you know how many addresses are in the current list and where the cursor is on the screen. On this screen, the cursor is on the Index list box.

Go ahead and move the cursor around the Address Book screen by pressing **TAB**. Remember, you can press **F1** for help anytime.

Enter Addresses

When you first start using Address Book, the View Menu's All option is already selected for you. (Notice the word All in the title bar.) Therefore, when you add addresses, you are adding them to your master address list instead of a specialized list.

The first time you open Address Book a blank record screen appears. Press **TAB** to move the cursor to the Title field, and then enter the address information following Steps 2-4 below. The next time you open Address Book, the address record contains information on the highlighted name in the Index list box. To add new address records:

1. Select Add from the Address Menu (**F5**).

2. Type a courtesy title, such as Mr., in the Title field.

BACKSPACE deletes the character you typed to the left of the cursor.

DELETE deletes the character you typed to the right of the cursor.

3. Press **TAB** to move to the next field.
 4. Type the remaining address information in the same way.
-

You can change Birthday and Anniversary to other date reminders if you'd like. Press **TAB** to highlight the word, and then simply type over it. If you don't want to change these words, press **TAB** to skip them.

When you finish entering the address, you can store it using the simple process explained in the next section.

Store Addresses and Add Additional Addresses

To store the current address and add another address, select Add from the Address Menu (**F5**). (Or, press **CTRL+A**, the accelerator for Add.) As Address Book displays another blank address record, it stores the previous address and adds it to the Index list box.

You can enter addresses in any order because Address Book automatically alphabetizes by last name.



When you finish adding addresses, select any available menu option (other than an Edit Menu (F3) option), and Address Book stores the current address and performs the action you chose. For example, if you choose Exit, Address Book stores the last address you entered and exits the application.

Delete an Address from the Master List

When you use the Delete option on the Address Menu (F5), you delete the address that is displayed on the screen from your master address list.

1. Display the address you want to delete.
2. Select Delete from the Address Menu (F5). (Or, press **CTRL+D**, the accelerator for Delete.)
3. When asked if you're sure you want to delete the record, press **ENTER**.

Notice that the name disappears from the Index list box.

Modify Address Information

To change any information in an address, simply highlight the information you want to change and type over it. Then, select any menu option (other than an Edit Menu (F3) option) to store the changed address.

Create Additional Lists

As you begin to organize your electronic address book, you might need to create some spe-

cialized lists in addition to the master list DeskMate creates for you. For example, you might want to create an address list for your Christmas cards, business clients, or church members.

To create your own specialized lists, do the following:

1. Select New from the List Menu (F4).

A dialog box appears.

2. Type the list (or group) name.
3. Press **ENTER**.

Address Book creates the list. The list name in the title bar changes, and an address record is displayed for this new list.

You can add a few more addresses to this list, using the procedures outlined in "Enter Addresses." When you select All from the View Menu, you'll see that the addresses in this specialized list are automatically added to the index for your master list.

View Address Lists

To view an address from your master list, be sure the All option on the View Menu (F6) is checked. Then, move the cursor to the Index list box and use ↑ or ↓ to highlight the appropriate name. The address record information changes as you highlight different names in the list box.

Remember **SHIFT+TAB** moves the cursor backward.

To view your specialized address list information, be sure

the By list option of the View Menu (F6) is checked. Then, highlight the list you want to view, and press **ENTER**. The name of the current list appears in the title bar, and the Index list box displays only the names in that list.

You can easily view the address records in an individual list by moving the cursor to the Index list box and using ↑ or ↓ to highlight the appropriate name. The address record information changes as you highlight different names in the list box.

Add Existing Addresses to Another List

DeskMate makes it easy for you to add existing address records to specialized lists.

1. Display the address record you want to add to a list.
2. Select Add to list from the Address Menu (F5).
3. Highlight the list(s) to which you want to add the displayed address.

The Techniques Box in this article has more information about highlighting multiple lists.

4. Press **ENTER** to add the address to the list(s) you highlighted.

The Member Of list box indicates that the displayed address is now a member of the chosen list(s).

Delete Addresses from a Specialized List

Deleting addresses from a specialized list is very similar to adding addresses to different lists. Simply display the address you wish to delete, and then select the Address Menu's Delete from list option. Address Book displays all available address lists for that address record. Highlight the address list(s) from which you want to delete the address, and press **ENTER**.

Do not confuse the Delete from list option with the Delete option. The Delete option removes the address from your master list.

Preview of Other Uses for Address Book

By now you have the gist of Address Book. You can use this DeskMate application to keep all your address lists in one location so that you can access the information quickly and easily. Use your imagination and let DeskMate help you keep everything organized.

With Address Book's advanced features, you can merge lists together and print mailing labels and form letters (using the Text Application). In addition, DeskMate's Phone List accessory lets you access and dial the phone numbers stored in Address Book quickly and easily. Be sure to see the Additional Address Book Tasks box for more specific task instructions. Remember, too, that you can press **F1** for DeskMate's help at any time.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character immediately to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Edit Address Records

1. Highlight the appropriate information in the record.
2. Select Cut, Copy, or Clear from the Edit Menu (F3).
3. If you want to insert the highlighted information elsewhere, position the cursor and select Paste from the Edit Menu.

Note: To reinsert information that you removed using Cut, Copy, or Clear, select the Undo option from the Edit Menu (F3).

Exit the Application

- Press **ESC** to return to the desktop.

Highlight Multiple/Consecutive Lists

Consecutive lists:

- Press **SHIFT+↓**.

Non-consecutive lists:

1. Highlight the first list.
2. Press **CTRL+↓** to move down the list box.
3. Press **CTRL** and the space bar on each list you want to highlight.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run, and press **ENTER**.
- A dialog box appears, and you can type the application name at the Program: prompt, and if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application or file.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu (F3)).

Additional Address Book Tasks

Dial a Phone Number

Note: You must have an auto-dial modem connected to your computer to use this option.

1. Display the address containing the phone number you want to dial.
2. Place the cursor on the work or home phone number you want to call, or highlight a phone number in the Notes field.
3. Select **Call** from the Address Menu (**F5**).
4. When the person you are calling answers the phone, pick up the telephone receiver and select **CANCEL** to disconnect the modem from the line.

Find an Address or Group of Addresses

1. Select **All** from the View Menu (**F6**) to view all addresses or **By list** from the View Menu to view a specific list of addresses.
2. Select **Find** from the Address Menu (**F5**).
3. At the Search for: prompt, type the string of characters you want to find (like a name or street).
4. Select **ENTER**. If the address is found, it is displayed on your screen.
Note: If Address Book cannot find the information you specified, you see the message *There are no matching records in this list*. Select **OK** to remove the message from the screen.
5. To find the next occurrence of the same information, select **Find next** from the Address Menu (**F5**).

Format Mailing Labels

Note: If you have a laser printer, Address Book takes into account the printer's *printable area*, which is smaller than the actual paper size.

1. Select **Format labels** from the File Menu (**F2**).
2. At the Sorted by prompt, choose **Last name** or **Zip**.
3. Choose the format that matches your mailing labels.
Note: In addition to formats for standard Radio Shack mailing labels, an **Other** option is available. Use this option if your labels do not match any of the given formats or if you are not using a sheet-fed or continuous feed printer. If you select this option, a dialog box appears so that you can enter information about your labels.
4. Select **ENTER**.

Merge an Address List into the Current List

1. Select the **By list** option on the View Menu (**F6**).
2. Highlight the list into which you want to merge another address list, and press **ENTER**.
3. Select **Merge** from the List Menu (**F4**).
4. In the Merge from dialog box, highlight the name of the list you want to merge into the current list.
5. Press **ENTER**.

Print Addresses/Mailing Labels

You can use the **Print labels** option on the File Menu (**F2**) to print a list of addresses or to print mailing labels.

Note: If you are printing mailing labels, you must format them before you print. See "Formatting Mailing Labels."

1. Select **All** from the View Menu (**F6**) to select all addresses or to select a specialized list, select **By list** from the View Menu.
2. Feed the printing labels into the printer.
3. Select the **Print labels** option on the File Menu (**F2**).
4. At the Print to: prompt, choose the **Printer** button to print mailing labels on paper, or choose the **File** button to print the labels to a file.
5. Press **ENTER**.

Note: If you are using a continuous feed printer and the message *Are the labels correctly aligned?* appears, continue with Steps 6-10.

6. Choose **NO** to test label alignment.
7. At the Line number where first line should begin: prompt, type a number in the range 0-6, specifying which line the address has to begin on to be properly aligned, and press **ENTER**.
8. Repeat Steps 6-7 as needed to adjust the vertical alignment.
9. If necessary, adjust the horizontal alignment by hand.
10. When ready to print, choose **YES** at the *Are the labels correctly aligned?* prompt.

Print Form Letters

You can use the **Print form letter** option on the File Menu (**F2**) to print form letters on paper, to the screen, or to a file.

1. Use the Text application to create the form letter.
2. Use Text's **Add field** option on the Layout Menu (**F6**) to place the desired Address Book fields (**Title**, **First**, **Last**, and so on) in the document.
3. In Address Book, select **All** from the View Menu (**F6**) to view all addresses.
4. Select **Print form letter** from the File Menu (**F2**).
5. In the Open File dialog box, highlight the Text file you want to use, and press **ENTER**.
6. Highlight the list to which you want to send the form letter, or highlight **All** to send the letter to all addresses, and press **ENTER**.
7. At the Print to: prompt, choose **printer**, **screen**, or **file**, and press **ENTER**.

View a Single Address List

1. Select **By list** from the View Menu (**F6**).
2. Highlight the desired list.
3. Press **ENTER**.

View All Addresses

- Select **All** from the View Menu (**F6**).

View Address Book and Phone List Together

Address Book and the Phone List accessory access the same information. Therefore, you can find any Address Book phone number from anywhere in DeskMate simply by selecting **Phone List** from the Accessory Menu (**F10**).

Calendar

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the new diskette and press **ENTER**.

Effective time management begins with an organized calendar. DeskMate's Calendar application can help you schedule your valuable time. Once you are organized, you'll feel like you've been granted several more hours in each day!

Calendar lets you schedule your appointments, meetings, and events without the clutter of bulletin boards and paper calendars. You can tailor your calendar to include dates of special significance to you, such as birthdays or anniversaries, and even include daily reminders — remember that dose of megavitamins. Schedule events by the date and time; Calendar can even let you know if there's a conflict in the schedule. Your events can be scheduled to include an alarm that will alert you when an engagement is looming.

This article tells you how to start Calendar and suggests some interesting ways to use it. (Refer to the Techniques Box in this article for further information.)

When you first enter Calendar, you see a monthly calendar (named PERSONAL).

Diamond shapes indicate holidays and your own annual occasions such as a birthday or anniversary.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

If you have questions about Calendar, press **F1** to use DeskMate's extensive on-line help or the Calendar tutorial.

Alarm — To set an alarm to remind you that an event is approaching, choose the Alarm check box when you add an event. An alarm sounds at the event time. If you want an alarm reminder before the event actually begins, set the starting time earlier than the actual event. The Alarm function works only if you are using DeskMate or a program that runs under the DeskMate Graphical Users Interface. (Be sure you turn on the Alarm function from the Alarm accessory on the Accessory Menu (**F10**).

The Conflicting Dates Dilemma

You're alone in the office at the end of a long day. You've just filtered through your mail and noticed the concert tickets for next month.

"Great!" you say aloud. The tickets were hard to get, but you managed, and now you can look forward to a wonderful evening.

It's a long time between now and the concert, and you surely don't want to forget, so you decide to add the event to your PERSONAL calendar.

Scheduling an Event

1. At a monthly calendar, press **F6** to display the Event Menu.
2. Press **↓** to highlight Add, and then press **ENTER**.

A dialog box appears. Today's date appears at the Event date: prompt.

3. Press **SHIFT+TAB** to move the cursor back to the Event date: prompt, and type a date approximately one month from today using the format *mm/dd/yyyy*.
4. At the Start time: prompt, type 0800, the time the concert begins.
5. Move the cursor to the AM/PM buttons and use **→** or **←** to underline the PM button. Then, press the space bar.

6. At the End time: prompt, type 1100, and then choose the PM button.

This prompt is optional. Pressing **TAB** lets you bypass the prompt.

7. At the Description: prompt, type concert.
8. Press **ENTER**.

The monthly calendar reappears, and a bar graph appears on the day of the event to indicate that you have something scheduled. You can view this event by highlighting the date and pressing **ENTER**.

With the deed complete, you leave the office and head for home, confident that DeskMate's Calendar won't let you forget the special event.

Two weeks later, your son Tad calls from school. He couldn't wait to let you know that he made the Varsity basketball team! He tells you the date of his first big game, and when you hang up, smiling, you turn to your DeskMate Calendar. This is one date you don't want to forget. . .

Searching for a Date

1. To display your schedule for the date of Tad's basketball game, select Find date from the Search Menu (**F5**) on a monthly calendar.

TAB moves the cursor forward. **SHIFT+TAB** moves the cursor backward.

mm = month, dd = day, and yyyy = year. For example, August 4, 1989 is typed as 08/04/1989.

*You can quickly access the different calendars without using the Display Menu (**F4**). Refer to the Accelerator Key Functions box in this article for a list of keys.*

Before you print, be sure you have told DeskMate the type of printer you are using. For more information, refer to the "Accessories" article.

Annual occasions are saved by the Calendar application and will reappear year after year. You can store up to 140 annual occasions.

Accelerator Key Functions

CTRL+A	Add an event
CTRL+C	Change an event on a daily calendar
CTRL+F	Find a specific event
CTRL+R	Remove an event on a daily calendar
CTRL+INS	Copy a section of text
CTRL+D	Display a daily calendar
CTRL+M	Display a monthly calendar
CTRL+N	Find the next occurrence of an event
CTRL+W	Display a weekly calendar
CTRL+Y	Display a yearly calendar
ENTER	On a weekly calendar, the event indicated by the cursor On a monthly calendar, view the daily calendar for the date indicated by the cursor
DEL	Clear highlighted text
SHIFT+DEL	Cut a highlighted section of text
SHIFT+INS	Paste the contents of the clipboard
ALT+N	Move the cursor to the next day, week, month, or year
ALT+P	Move the cursor to the previous day, week, month, or year
CTRL+HOME	Move the cursor to the beginning of a daily calendar
CTRL+END	Move the cursor to the end of a daily calendar

2. Type the date of the game (which happens to be the same date you entered for the concert).
3. Press **ENTER**.
The monthly calendar for that date appears.
4. To display the daily calendar, press **CTRL+D**.

Whoops! The big basketball game is the same evening as the concert. Now what? You decide to be the "model parent" and go to your son's basketball game, so you offer the concert tickets to your boss.



When your boss, Ms. Snelling, consults her DeskMate Calendar, she discovers that the concert date is also her nearly forgotten wedding anniversary. The concert tickets will be the perfect gift for a perfect evening. She smiles at you with gratitude in her eyes, and you stroll back to your office, confident that you made the right decision.

Printing an Agenda

If you have a printer, you can easily print out an agenda to take with you to meetings or on trips. You can print yearly, monthly, or daily calendars.

Simply display the calendar format you want to print (daily,

monthly, or yearly), and select Print from the File Menu (**F2**). A dialog box appears so that you can enter a range of dates.

A Calendar for All Seasons

From the PERSONAL calendar, you can add up to 19 additional calendars using the New option on the Calendars Menu. You might want to create different categories of calendars, for example, a calendar for business and one for personal events. Or, you might even have separate calendars for organizational commitments, such as the Arts Council, school board, and church activities. You should be able to cover all your activities in twenty calendars (including PERSONAL). If not, maybe it's time to slow down.

To access the calendars you create, first open the Calendar application; you automatically go to the PERSONAL calendar (or the last calendar you used). Then, use the Open option on the Calendars Menu to display the list of calendars you have created.

Highlight a calendar name, and press **ENTER** to open that calendar.

Now, take a few minutes to explore some of the other features in Calendar. You might start by adding a few annual occasions, such as anniversaries or birthdays.

When you're ready to exit Calendar and return to the desktop, select Exit from the File Menu (**F2**) (or press **ESC**). The desktop screen appears.

Preview of Other Uses for Calendar

You can create up to 20 individual calendars. Have a common calendar for your family, with each family member having an individual calendar. Keep track of programs you want to tape on your VCR. Using your imagination, you can come up with lots of ways to use Calendar.

Be sure to see the Additional Calendar Tasks box for more specific task instructions. Remember, too, that you can press **F1** for DeskMate's help at any time.

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
or
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run, and press **ENTER**.

A dialog box appears, and you can type the application name at the Program: prompt. Press **ENTER** to select OK and open the application.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu (**F3**)).

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Moving the Cursor

Using the Keyboard:

Daily calendar — Press **↓** or **↑** to move the cursor one event up or down on the list.

Weekly calendar — Press **↓** or **↑** to move the cursor to the previous or next day of the week. Press **←** or **→** to move the cursor backward or forward through the time slots (15 minutes).

To display time slots not currently on the screen, move the cursor to the farthest point on the grid in the direction you want to move, and press the appropriate arrow key.

Monthly calendar — Press **↓** or **↑** to move the cursor to the same day of the previous or next week. Press **←** or **→** to move the cursor backward or forward one day.

Yearly calendar — Press **↓** or **↑** to move the cursor three months backward or forward. Press **←** or **→** to move the cursor to the previous or next month.

Using a Mouse:

Position the cursor anywhere on a calendar by pointing to the desired location and clicking. You can also move the cursor by clicking on the arrow buttons on the menu bar.

To display time slots on the weekly calendar not currently on the screen, move the cursor to the farthest point on the grid in the direction you want to move, and click on the appropriate buttons.

Additional Calendar Tasks

Add a Reminder

1. Select **Reminder** from the Event Menu (F6).
2. At the Description: prompt, type a reminder, using 60 characters or fewer.
3. Press **ENTER**.

Add an Annual Occasion

1. Highlight (or display) the event date on a calendar.
2. Select **Annual occasion** from the Event Menu (F6).
3. At the Description: prompt, type the description, using 30 characters.
4. Press **ENTER**.

Add an Event

1. Highlight (or display) the event date on a calendar.
2. If you are using a weekly calendar, highlight the time slot for the event.
3. Select **Add** from the Event Menu (F6).
4. At the Start time: and End time: prompt, type the time and choose AM or PM.
5. At the Description: prompt, type the description, using 120 characters or fewer.
6. Choose the Alarm check box if desired.
7. Press **ENTER**.

Change an Annual Occasion, Event, or Reminder

1. Highlight the Annual occasion, Reminder, or Event on a daily calendar.

Note: You can also highlight an event on a weekly calendar.

2. Select **Change** from the Event Menu (F6).
3. Type the new information.
4. Press **ENTER**.

Create a New Calendar

1. Select **New** from the Calendars Menu (F7).
2. At the Name: prompt, type a name, using 15 characters or fewer.

Delete a Calendar

1. Select **Delete** from the Calendars Menu (F7).
2. Highlight the calendar you want to delete.
3. Press **ENTER**.

Delete an Annual Occasion, Event, or Reminder

1. Highlight the Annual occasion, Event, or Reminder on a daily calendar.
2. Select **Remove** from the Event Menu (F6).
3. Choose **This event only**.
4. Press **ENTER**.

Display a Calendar

- Select **Daily**, **Weekly**, **Monthly** or **Yearly** from the Display Menu (F4).

Find a Date

1. Select **Find date** from the Search Menu (F5).
2. At the Date: prompt, type the date you want to find.
3. Press **ENTER**.

Find Text

1. Select **Find** from the Search Menu (F5).
2. At the Search for: prompt, type the text you want to find.
3. At the Start date: prompt, change the date if you want to start the search at another date.
4. At the End date: prompt, change the date if you want to end the search at another date.
5. Press **ENTER**.
6. Select **Find next** from the Search Menu (F5) to find additional occurrences.

Find Today's Date

- Select **Today's date** from the Search Menu (F5).

Desktop

The desktop is DeskMate's central screen, but it is also much more. Use the options on the desktop to simplify the "housekeeping" chores for your files.

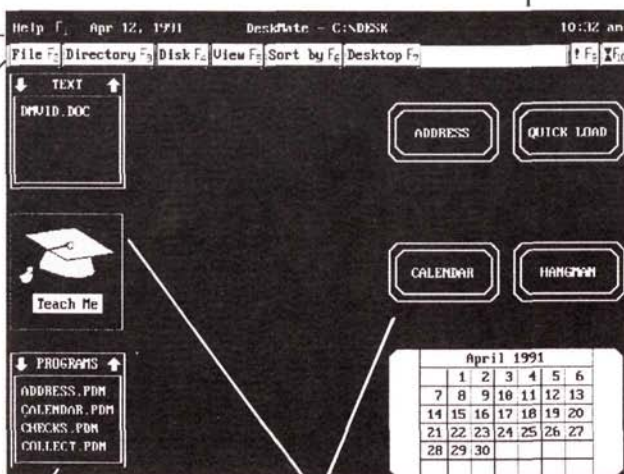
The desktop's main job is to organize your DeskMate applications so that you can easily see them and select them. But in addition, the desktop also helps you perform many other special tasks. For example, using the desktop options, you can:

- Customize the screen so that you can easily access the programs you use most frequently
- Manage your files, directories, and disks
- Perform many of the commonly used MS-DOS commands, such as copy, delete, and format
- Install additional software programs

When you first begin using DeskMate, your desktop looks like this:

Title bar — displays the current date and time. It also shows the application you are using.

Menu bar — indicates the menus that you can choose by pressing a function key. Each menu contains options you can use to perform tasks.



Programs box — displays all applications on the current drive or directory.

Application boxes — let you choose a specific application to run.

The desktop displays an application or program in a box that is shaped as either a square or a button. If the application lets you save files, a box is displayed on the desktop, but if the application does not use files (for example, Hangman), the application is displayed on the desktop as a button.

Customize Your Desktop

As you use the desktop, you might find that you need to rearrange the applications and programs displayed there so that you can more easily select the ones you use most often.

Remove a box from the desktop

Before you can display a new program or application on the desktop, you might need to make room for it by removing the application box (or button) that represents the program or application that you don't frequently use. Removing an application's box or button does not erase it from DeskMate — you can choose to redisplay it later.

1. Press **TAB** until you highlight the application box or button you want to remove.
2. Press **F7** to display the Desktop Menu.
3. Press **↓** until you highlight Remove.
4. Press **ENTER**.

Display an application box/button on the desktop

1. Press **F7** to display the Desktop Menu.
2. Press **↓** until you highlight Display, and press **ENTER**.
3. Use the arrow keys to highlight the name of the application or program you want to display.
4. Choose the box size you want to appear on the desktop.

5. Press **ENTER**.

The desktop reappears, displaying a dotted box.

6. Use the arrow keys to position the box where you want it to appear on the desktop, and press **ENTER**.

Manage Your Files, Directories, and Disks

The desktop provides many options for managing your computer's files. These options are simply some of the commonly used MS-DOS commands. With these options, you can quickly and efficiently organize your files and directories as necessary.

Working with Files and Directories

A **file** is simply a division of a disk that contains specific information — perhaps a program, information you have created, or just about anything. In DeskMate, the files you will be most aware of are those you create to store data such as letters, reports, and graphics.

A **directory** is a larger division of a disk that can contain files, other directories, or both. Usually, if you are using a diskette-based system, it is not necessary to create directories. Instead, you might choose to use a different diskette for each group of files you create. However, if you use a hard disk you have much more disk space and will need to create directories to keep your files organized.

Change the Desktop View

There are three ways you can look at the information on your disk drive(s). The first method is the Menus View, which is the screen you see the first time you use the desktop. This view shows programs and, if applicable, their associated files. The second method, the Tree View, shows a graphic tree representation of the directories on the current drive. The third method, the Files View, displays the tree and the files for the current drive or directory.

To change your desktop view:

- Select Menus, Tree, or Files from the View Menu (F5).

Change to a Different Drive or Directory

If you want to see a list of the

files on another drive or in another directory:

1. Select Change from the Directory Menu (F3).
A dialog box appears.
2. Choose the appropriate directory from the list box.
3. Select LOOK to view a list of files without actually changing to the directory. Select OK to change to the directory.

Format a Diskette

Before you can store data on a diskette, you must prepare it for the information. To do this:

1. Select Format from the Disk Menu (F4).
A dialog box appears.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** until you highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run, and press **ENTER**.

A dialog box appears, and you can type the application name at the Program: prompt. If you know the name of the file you want to open, type the name at the Data file: prompt. Press **ENTER** to open the application file.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

2. At the Drive: prompt, type the letter of the drive in which you will put the diskette to be formatted. (Use A: for a one-drive system and either A: or B: for a two-drive system.)

Some of the information on the screen might change when you enter the drive letter. DeskMate automatically determines the type of drive you are using and adjusts the type of information you need to enter, if necessary.

3. If the x.x inch diskette box gives you a choice of buttons, choose the one that represents the type of diskette you are using.
4. (Optional) Place an x in the Volume Label box if you want to include a volume label on your diskette.
5. (Optional) Choose Install operating system to make the diskette a system diskette. (This is useful for other Tandy 1000 computers without MS-DOS built in.)
6. Press **ENTER**.

Follow the prompts to complete the formatting process. When you finish, the desktop reappears.

Copy a Diskette

To make one or more copies of a diskette:

1. Select Diskcopy from the Disk Menu (**F4**).

A dialog box appears.

2. At the From: prompt, type the letter of the drive that will contain the diskette you want to copy from.
3. At the To: prompt, type the letter of the drive that will contain the blank diskette you want to copy to.

Type A: at the To: prompt if you have only one drive. DeskMate tells you when to switch diskettes.

Copy a File

To copy a file to any directory on any disk:

1. Select Copy from the File Menu (**F2**).
A dialog box appears.
2. At the Copy from: prompt, type the name of the file you want to copy.
3. At the Copy to: prompt, type the name you want to give the copy, including the drive and directory if necessary.

Type B: at the Copy to: prompt if you have only one drive. DeskMate tells you when to switch diskettes.

4. Press **ENTER**.

Delete a File

To create additional storage space on a disk, you can delete unwanted files.

1. Insert the appropriate diskette or change to the directory that contains the unwanted file. (See "Change to a Different Drive or Directory.")
2. Select Delete from the File Menu (F2).
A dialog box appears.
3. Type the name of the file you want to delete at the Filename: prompt.
4. Press ENTER.

Install Other Software Programs

Using the options on the desktop, you can install other software programs onto the desktop. The desktop then provides a centralized location for easy selection of all your programs.

Many of today's leading software publishers are now using DeskMate's User Interface to give their programs the same easy-to-use, friendly feel that you enjoy with DeskMate. These programs always display one of the DeskMate User Interface logos on the outside of the package.



You can use the instructions in "Install DeskMate User Interface Programs" to install any of these programs.

If, however, you have software programs that don't use the DeskMate User Interface, you can still easily install these programs so that you can select them from DeskMate's desktop. Follow the instructions in "Install Non-DeskMate Programs" to install these programs.

Do **not** install other software programs in the same directory with DeskMate.

Install DeskMate User Interface Programs

Because these programs have special installation files, the installation process is automatic.

To install a DeskMate User Interface program, follow these steps:

1. Insert the program's Install diskette into Drive A.
2. From DeskMate's desktop, press F7 to pull down the Desktop Menu.
3. Press ↓ until you highlight Install, and press ENTER.

A dialog box appears.

4. Choose the box size you want to appear on the desktop.
5. Press ENTER.

The desktop reappears, displaying a dotted box.

6. Use the arrow keys to position the box where you want it to appear on the desktop, and press ENTER.

Diskette-Based Users

You might notice that some DeskMate functions work differently after you install a new DeskMate User Interface software program. For example, you might lose settings in the accessories or help information might be either unavailable or incorrect.

If these types of problems occur, delete the following files from the working copy of your new software program diskette:

```
DMHELP.ACC
DMSETUP.ACC
DMSERV.ACC
```

Your DeskMate functions will work normally.

The install procedure continues automatically. Simply follow the prompts to complete the procedure.

When the desktop reappears, you can run the program by simply highlighting the box and pressing **ENTER**.

Install Non-DeskMate Programs

1. Press **F7** to pull down the Desktop Menu.
2. Press **↓** until you highlight Create, and press **ENTER**.

A dialog box appears.

3. At the Menu title: prompt, type the title that you want to appear on the desktop, using 10 characters or fewer.
4. At the Program name: prompt, type the command

you normally use to run the program from MS-DOS.

5. (Optional) At the Data file extension: prompt, type the extension you want to assign to files created with this program.

If your program does not create files, leave this prompt blank.

6. (Optional) At the Start-up directory: prompt, type the path for the directory you want to use when you run this program.

A path tells DeskMate where to find a file or directory. For example, if you have a file called DEARMOM in a subdirectory (Personal) within a directory (Letters) on your hard drive, your path would be:
`c:\letters\personal\dearmom.doc`

7. Press **ENTER**.

Another dialog box appears.

8. Choose the list box size you want to appear on the desktop.

9. Press **ENTER**.

The desktop reappears, displaying a dotted box.

10. Use the arrow keys to position the box in a blank area where you want it to appear on the desktop, and press **ENTER**.

You can now run your program by simply highlighting the box and pressing **ENTER**.

Hints on Using Quick Load

There is a box on your desktop known as the Quick Load box. This box appears in the upper right of your screen. Its title (and shape) changes depending on the current directory or diskette you are using.

The uses for the box vary slightly, based on whether you are using a hard disk or diskette-based system.

Using Quick Load on a Hard Disk System

If you store lots of files for a specific application, you can create a special directory within DeskMate for that application. You can then use the Quick Load box to display the application and its files on the desktop.

1. Create a new directory.
2. Change to that directory.
3. Select Create quick load from the Desktop Menu (**F7**). A dialog box appears.
4. Choose the application you want to assign to the Quick Load box.
5. Press **ENTER**.

When you change to the new directory, the application and its files appear in the Quick Load box.

Using Quick Load on a Diskette-Based System

If you use diskettes to run DeskMate, you might have too many files for a specific application to store on a DeskMate diskette. You can, however, create a special diskette to store one specific application and its files. The application and files will then appear in the Quick Load box when you insert the diskette.

1. Copy the application (*application.pdm*) to a formatted diskette.
2. Be sure that the designated drive contains the diskette.
3. Select Create quick load from the Desktop Menu (**F7**). A dialog box appears.
4. Choose the application you want to assign to the Quick Load box.
5. Press **ENTER**.

When you insert the diskette, the screen is updated and the application and its files appear in the Quick Load box. Any files you create for this application will be stored on the diskette.

Using Quick Load with Programs that Use the DeskMate User Interface

Tandy and other companies have programs especially written to run with DeskMate. Most of these programs will automatically appear in the Quick Load box when you insert the program diskette and press **CTRL+U** to update the screen.

Preview of Other Uses and Tasks

You've now seen many of the basic tasks that the desktop can help you with. Not only can it help you organize your programs and information, but it can also make some of the stan-

dard file/directory/disk "house-keeping" chores much easier.

Be sure to refer to the "Additional Desktop Tasks" box to learn about other ways to use

the desktop. Also, see the "Hints on Using Quick Load" box for information on another unique desktop function.

Additional Desktop Tasks

Check Available Disk Storage Space

1. Select **Get Info** from the **Disk Menu (F4)**.
A dialog box appears, displaying the amount of available space and the disk volume name.
2. Press **ENTER**.

Check the File Size

1. Highlight a specific file on the desktop.
2. Select **Get Info** from the **File Menu (F2)**.
A dialog box appears, displaying the file size and the date you last changed the file.
3. Press **ENTER**.

Create a New Directory

1. Select **Create** from the **Directory Menu (F3)**.
A dialog box appears.
2. At the **Path:** prompt, type the name of the new directory.
Note: If the new directory will be located on another disk or in another directory, type the full path, using up to 64 characters. For example, to create a directory named **Letters** on **Drive B**, type **b:\letters**.
3. Press **ENTER**.

Delete a Directory

1. Delete all the files from the directory you want to delete. (See "Delete a File.")
2. Select **Delete** from the **Directory Menu (F3)**.
A dialog box appears.
3. At the **Path:** prompt, type the name of the directory you want to delete, including the drive name and any other directories in the path.
4. Press **ENTER**.

Delete an Application Box or Button from DeskMate

Caution: This option erases an application or program so that you can no longer display it on the desktop. If you will later want to redisplay the box or button, use the **Remove** option on the **Desktop Menu**.

1. Select **Delete** from the **Desktop Menu (F7)**.
A dialog box appears.

2. Highlight the name of the box or button you want to delete.
3. Press **ENTER**.

Redefine a Box or Button

1. Select **Redefine** from the **Desktop Menu (F7)**.
A dialog box appears.
2. Highlight the name of the box or button you want to change.
Another dialog box appears.
3. Change any of the information in the dialog box.
4. Press **ENTER**.

Rename a File

1. Be sure you are in the directory where the file resides (or that the correct diskette is inserted).
2. Select **Rename** from the **File Menu (F2)**.
A dialog box appears.
3. At the **From:** prompt, type the name of the file you want to rename.
4. At the **To:** prompt, type the new filename.
5. Press **ENTER**.

Sort Files in the Tree View

1. Open a directory in the **Tree View** and display a list of its files.
A dialog box appears.
2. Select the desired sort order from the **Sort by Menu (F6)**.
 - By name — alphabetically
 - By type — alphabetically by extension name
 - By date — from earliest to latest
 - By size — smallest to largest

Update the Screen

1. Insert a new **DeskMate** diskette.
2. Select **Update screen** from the **File Menu (F2)**.

Draw

Using a mouse with the Draw application provides you with more flexibility.

Your Drawing Tools

You select your drawing tools from the Tools Menu (F7).

Select

Lets you select an area of your picture to move, copy, rotate, flip, or delete.

Line

Draws a line between two points.

Rectangle

Creates a box-shaped object.

Ellipse

Draws circular objects.

Text

Lets you insert letters, words, and/or numbers on your drawing.

Brush

Lets you "paint" with different brush types.

Filled Brush

Fills an object you draw to its outer boundaries with a prescribed pattern.

Arc

Draws an arc.

Polyline

Draws an object of continuous connecting lines.

Polygon

Draws an object of multiple joining lines, then fills the object.

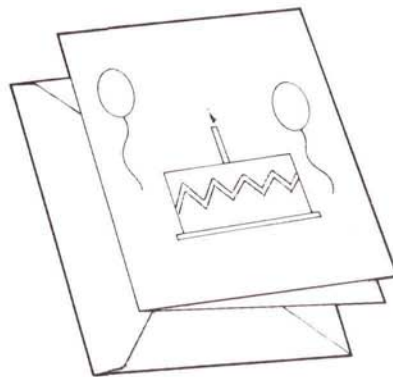
Do you ever have trouble drawing a straight line? Using DeskMate's Draw you can create pictures and designs by simply selecting a shape, changing a color, or altering a design. You can add text and alter the size of your drawing, too.

With Draw, you can design and store colorful, artistic creations using drawing **tools** such as squares, circles, lines, and free-hand styles. DeskMate's Draw application also features different styles of text and **clip art** — predrawn artwork you can use in your pictures and designs.

If you want DeskMate to step you through some Draw exercises, be sure to see the Draw: Draw Colorful Pictures Beginner's Lesson.

The Birthday Card

You can access Draw from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.



Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette and press **ENTER**.

When you open Draw, an empty canvas appears. If you are not using a mouse, the cursor appears in the upper, left corner of the canvas. To draw on the canvas, you must select one drawing tool at a time. Select a tool from the Tools Menu (F7). A check mark indicates the currently selected tool.



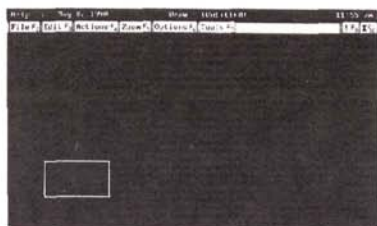
Let's experiment with Draw and make a birthday card for Uncle Wilbur's birthday. (This is number 83 for Uncle Wilbur!)

We'll step you through the directions, but please feel free to experiment with all the tools and patterns. You'll soon be able to see how easy it is to use your creativity with Draw; whether you're making birthday cards or other graphics.

Drawing the Card

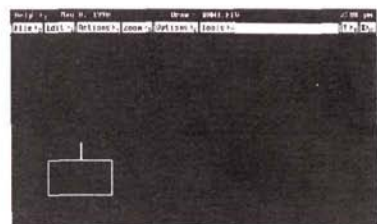
First, the cake:

1. Select Rectangle from the Tools Menu (F7).
2. Position the cursor to draw the upper, left corner of the cake. (To make this drawing part of a card, draw the cake on the left side of the canvas.)
3. Stretch the rectangle by pulling it down and to the right.



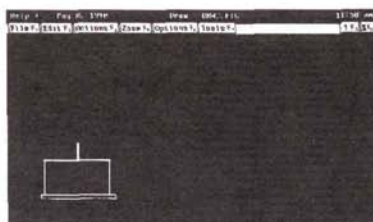
Now, a candle:

Using the same tool and same technique, draw a candle on the cake.



For the plate:

Using the same tool and technique, draw the plate under the cake.

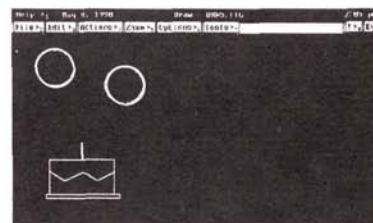


You've got to have balloons:

1. Select Ellipse from the Tools Menu (F7).
2. Position the cursor at the center of the balloon.
3. Stretch the balloon to the desired size.

Let's paint and decorate:

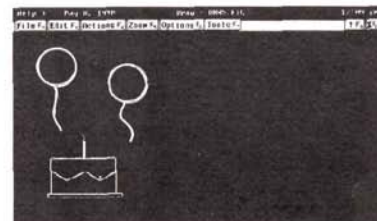
1. Select Polyline from the Tools Menu (F7).
2. Select the Brush option from the Options Menu (F6).
3. Adjust the brush setting to draw thin lines. (We used the default setting.)



4. Decorate the cake by drawing connecting lines.
5. Select Brush from the Options Menu (F6), and change the brush shape. (We used the setting in the top, left corner of the list.)

If you want to remove something you have drawn, use the Select Tool to select a specific part of your picture, or use the Select all option on the Edit Menu (F3) to select the entire picture. You can then select Cut from the Edit Menu (F3) to remove the selected area.

6. Select Brush from the Tools Menu (F7), and "tie" strings onto the balloons.
7. Again, using the same tool and technique, add a "flame" to the birthday candle.

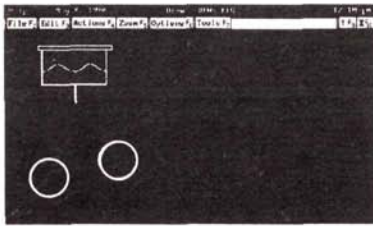


Writing the Card's Message

Flipping the Picture

Because you plan to fold the printed page into a card, the cover should be upside down.

1. Select Select all from the Edit Menu (F3).
Your entire picture is selected.
2. Select Flip vertical from the Actions Menu (F4).
You see the picture upside down.



Entering the Text

1. Select Text from the Options Menu (F6).
2. Leave all the fields set to the defaults except Justification. Under Justification choose center. Then, press **ENTER**.
3. Select Text from the Tools Menu (F7).
4. Select Half from the Zoom Menu (F5).

The Zoom Menu contains options that allow you to "back away" so that you can get a view of your whole canvas. Use this menu to also increase the focus area (zoom in) on the canvas.

5. Move the cursor to the lower, right quarter of the canvas where you want to type the greeting. Remember the text will be centered as you type.
6. Type Happy, and then press **ENTER** twice.
7. Type Birthday, and then press **ENTER** twice.

8. Type Uncle Wilbur, and then press **ENTER**.



Printing the Card

Using a dot matrix or laser printer, you can print Uncle Wilbur's card.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (See your printer manual if you need more information.) Also, be sure you have used the Setup option on the Accessory Menu (F10) to tell DeskMate the type of printer you are using. See the "Accessories" article for more information.

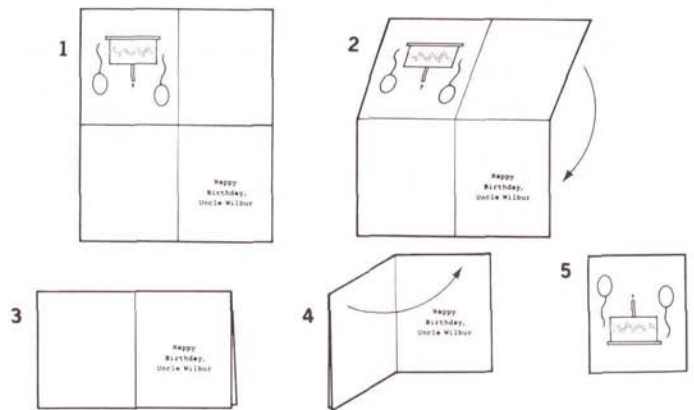
1. Select Print from the File Menu (F2).

A dialog box appears.

2. At the Print to: prompt, choose the Printer button.
3. Press **ENTER**.

Folding the Card

After you print the card, fold it like this:



Your card is now finished. You can make all kinds of drawings once you learn how to use all of DeskMate's Draw tools.

Preview of Other Uses for Draw

As you become comfortable with Draw and its special features, you will find many uses for this application. You could use Draw to create brochures, maps, greeting cards, and you might even make your own Christmas cards.

In addition, as you become familiar with the Text application, you can insert charts, graphs, and any other art. Be sure to see the Additional Draw Tasks box for more specific task instructions. Also, remember you can press **F1** for DeskMate's help.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character immediately to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Edit Your Picture

1. Use **Select all** on the Edit Menu (**F3**) or the **Select** tool on the Tools Menu (**F7**) to select your picture or a portion of it.
2. Select **Cut**, **Copy**, or **Clear** from the Edit Menu (**F3**).
3. If you want to insert the selected portion elsewhere, position the cursor and select **Paste** from the Edit Menu (**F3**).

Exit the Application

- Press **ESC** to return to the desktop.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically selects **CANCEL**.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight **Run**, and press **ENTER**.

A dialog box appears, and you can type the application name at the **Program:** prompt, and if you wish, the name of the file you want to open at the **Data file:** prompt. Press **ENTER** to open the application or file.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, **Copy** on the Edit Menu (**F3**)).

Use of the Select Tool

- To use the **Select** tool, select it and position the cursor outside the corner of the area you want to select. Then, using the arrow keys or dragging the mouse, pull the select border until it surrounds the picture you want to select. Press **ENTER** or release the mouse button.
- To move selected items using a mouse, point to the center of the selected area and drag it to the desired area on the canvas.
- To move selected items using the keyboard, place the cursor in the center of the selected area and press the space bar. Then, use the arrow keys to move the selected area to the desired location, and press the space bar again.

Additional Draw Tasks

Align objects

1. Use the Select tool on the Tools Menu (F7) to select the objects you want to align.
2. Select Align from the Actions Menu (F4).
3. Choose tops, bottoms, left sides, or right sides.
4. Press ENTER.

Break an Object Back into Pieces

1. Select the object.
2. Select Break object from the Actions Menu (F4).

Change Colors

1. Select Colors from the Options Menu (F6).
2. Choose one of the four attributes that you want to change (Line, Text, Pattern Foreground, or Pattern Background).
3. Choose one of the colors, and press ENTER.

Change the Canvas View

1. Select Two times or Four times from the Zoom Menu (F5) for a magnified view, or select Half or Quarter for a full view of the canvas.
2. Select Normal from the Zoom Menu (F5) to return to the normal view.

Change Polygonal Shapes

1. Use Select on the Tools Menu (F7) to select an object created using the Polyline or Polygon tool.
2. Select Add Corner, Move Corner, or Delete Corner from the Edit Menu (F3).
3. (Mouse) Point to the place where you want to add or move a corner or to the corner you want to delete, and click.
or
(Keyboard) To add or move a corner, move the cursor to the appropriate place and press the space bar. You can use the arrow keys to adjust the line. Press the space bar again to finalize the change. To delete a corner, move the cursor to the appropriate corner, and press the space bar once.

Choose Keyboard or Mouse

- Select the Use keyboard or Use mouse option from the Options Menu (F6) to quickly change the way you work in Draw.

Choose the Line Weight and Style

1. Select Line from the Options Menu (F6).
2. At the Weight: prompt, choose the line weight you want to use.
3. At the Style: prompt, choose the type of line you want to use, and press ENTER.

Customize the Drawing Tools with a Fill Pattern

1. Select Patterns from the Options Menu (F6).
2. Choose the fill pattern you want to use, and press ENTER.

Duplicate Part of a Picture on the Same Canvas

1. Select the picture, object, or element you want to copy.
2. Select Duplicate from the Actions Menu (F4).
3. Move the picture to where you want it on the canvas.

Flip an Area Horizontally

1. Select the picture, object, or element you want to flip.
2. Select Flip horizontal from the Actions Menu (F4).

Insert a Picture into Another Application

1. Select the picture.
2. Select Copy or Cut from the Edit Menu (F3).
3. Exit Draw.
4. Open another application and file.
5. Position the cursor.
6. Select Paste from the Edit Menu (F3).

Insert Clip Art

1. Select Clip art from the Edit Menu (F3).
Note: You might be asked if you want to search the system for the default file. Simply press ENTER.
2. Choose the picture you want to insert.
3. Select Paste from the Edit Menu (F3).
4. Move the art to where you want it on the canvas.

Make Picture Pieces an Object

1. Select all the elements you want to include in an object.
2. Select Make object from the Actions Menu (F4).

Move an Item to the Front or Back of a Picture

1. Select the element you want to move.
2. Select Move to top or Move to Bottom from the Actions Menu (F4).

Resize a Picture Using the Keyboard

1. Select the picture, object, or element you want to resize.
2. Select Resize from the Edit Menu (F3).
3. Use the arrow keys to resize the object.
4. Press the space bar when you are finished.

Rotate a Picture

1. Select the picture, object, or element you want to rotate.
2. Select Rotate from the Actions Menu (F4).

Filer

From attendance records to zucchini recipes, from auto maintenance costs to family medical expenses, you can keep track of all kinds of information when you get organized with DeskMate's Filer.

The Filer application is an all-purpose tool for storing and retrieving information. With it, you can quickly locate and update practically any kind of information you can imagine.

Filer is very easy to use. You simply open a Filer file and then add records which you can think of as electronic "index cards." Each time you add a record, Filer stores it in the file automatically.

Filer comes with two files, *invntory.fil* and *carmaint.fil*. These two files are already created for you so that you can set up inventory records or car maintenance records. You'll learn how to create other Filer files later in this article.

This article uses the sample file, *invntory.fil*, to quickly guide you through Filer's basic operation. If you want DeskMate to step you through some Filer exercises, be sure to see the Filer:Store & Retrieve Index Cards Beginner's Lesson.

You can access Filer from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette and press **ENTER**.

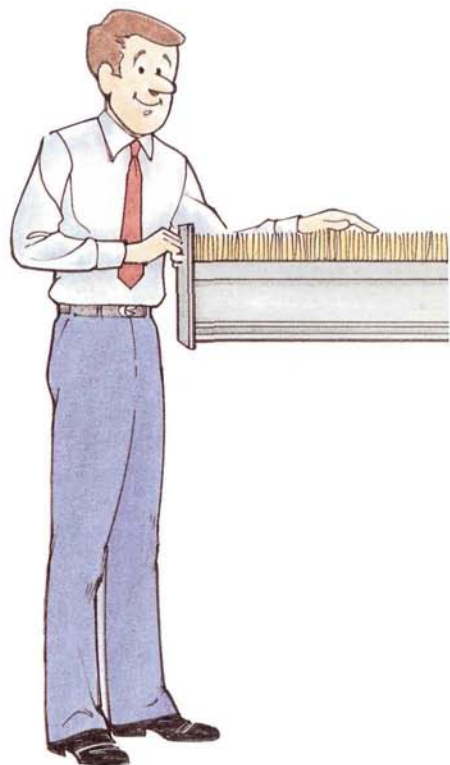
View Records in a File

The sample file, *invntory.fil*, contains three records. Use these three records to see how Filer works. You can later create your own inventory file to store your household items. When you open the file, you see its first record.



To view the next record, press **CTRL+N** (or point and click on the Next button at the bottom of the screen). You can move through the records by using the following keys or pointing and clicking on the appropriate button on the screen:

CTRL+F	Displays the first record
CTRL+N	Displays the next record
CTRL+P	Displays the previous record
CTRL+L	Displays the last record



Add a Record

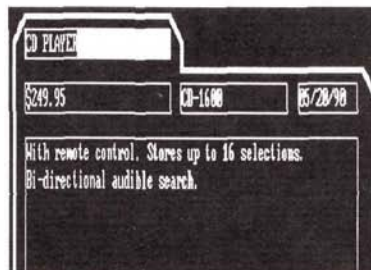
To see how Filer works, add a new record to the sample file:

1. Select Add from the Records Menu (**F4**).

A new, blank record appears.

2. Type CD PLAYER for the first field.
3. Move to the next field by pressing **TAB**.

Finish entering the information as displayed in the following sample record.



Change Information in a Field

To change information that you have already typed, move the highlight to the appropriate field. To replace all the information in a field, you can then either select **C**lear from the Edit Menu (**F3**) to erase the information or simply start typing at the beginning of the field.

Remember, **SHIFT+TAB** moves the highlight backward.

1. Move the highlight to the appropriate field.
2. Use the arrow keys to move the cursor to the information that you need to change.
3. Edit the field by either typing additional information or using the **BACKSPACE** or **DELETE** key.

Creating Your Own Inventory File

Because you will want to use Filer's inventory.fil to store your own household items, you will need to delete the sample records in inventory.fil. To delete these records:

1. Display the first record in the file.
2. Select Delete from the Records Menu (**F4**).
3. At the Delete record? prompt, press **ENTER**.
4. Repeat these steps for each record in the sample file.

You can now use this file to store your own records. After you enter records, you can quickly find a specific record, sort your records, or print one or all of your records. For more information about the tasks you can perform, see the Additional Filer Tasks box at the end of this article.

Create Additional Filer Files

The screen layout that is displayed when you access *inventory.fil* or *carmaint.fil* is called the file's *layout*. The layout is simply the format that appears on the screen so that you can enter information.

Before you can create additional Filer files, you must have a layout. There are two ways to create this layout. You can either copy an existing layout (for example, *inventory.fil*'s "index card") or use DeskMate's Form Setup application to create a new, unique layout.

Copy a Layout

To copy an existing layout:

1. Open the file that contains the layout you want to copy.
2. Select Copy layouts from the File Menu (F2).
3. At the Copy to: prompt, type a filename for the new file, using eight characters or less.
4. Press ENTER.

Filer creates the new file, but the original file is still displayed on the screen.

5. Select Open from the File Menu (F2) to open the new file.

Create a New, Unique Layout

You can create layouts that fit your most specific needs by using the Form Setup application. You can access this application like any other DeskMate application or directly from Filer by selecting the Form Setup option on the File Menu (F2). Refer to the "Form Setup" article in this magazine for instructions on creating your own layouts.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor. **DELETE** deletes the character to the right of the cursor.

Highlight Text in a Record

1. Use the arrow keys to move the cursor to the beginning of the text you want to highlight.
2. Press **SHIFT** and the appropriate arrow key(s) to highlight the text.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**. Select the file you want to open in the Open File dialog box.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Press ↓ until you highlight Run and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt, and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application. (If you do not specify a data file name, select the file in the Open File dialog box.)

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu (**F3**)).

Preview of Other Uses for Filer

You can use Filer to keep track of most any type of information. You might want filer to keep a record of tax-deductible contributions, utility bills, or medical expenses. You can also use Filer to keep track of your collections — records, movies, stamps, rocks — the list is almost limitless. Be sure to see the Additional Filer Tasks box for more specific task instructions. Remember, too, that you can press **F1** for DeskMate's help at any time.

Additional Filer Tasks

Format a Page Layout

1. Select Page setup from the File Menu (**F2**).
2. Change the desired options.
3. Press **ENTER**.

Copy a Record

1. Display the record you want to copy.
2. Select Copy from the Records Menu (**F4**).
The original record stays on the screen but is duplicated in the file.
3. Select Next from the Records Menu (**F4**).
The new, copied record appears. Change the information as necessary.

Count Records in a File

1. Select Count from the Records Menu (**F4**).
2. Press **ENTER** to remove the information from the screen.

Delete a Record

1. Display the record you want to delete.
2. Select Delete from the Records Menu (**F4**).
A dialog box appears, confirming that you want to delete the record.
3. Press **ENTER**.

Find a Group of Records

1. Select Find from the Records Menu (**F4**).
2. In the Fields list box, highlight the first field you want to use to limit the search.
3. Choose the Operators: button that defines the relationship between the field and the value you will add.
4. In the Value: field, type the value against which you want the information in the selected field to be judged.

5. If necessary, establish additional search criteria by repeating Steps 2-4. (You can have up to five criteria.)

Print a Report

Note: This option prints your records using a report layout you can design in the Form Setup application.

1. Select Print report from the File Menu (**F2**).
2. At the Print to: prompt, choose Screen, Printer, or File.
3. Press **ENTER**.

Print Your Records

1. Select Print record from the File Menu (**F2**).
2. At the Print to: prompt, choose Screen, Printer, or File.
3. Press **ENTER**.

Sort Records

1. Select Sort from the Records Menu (**F4**).
2. Highlight the field you want to assign the highest priority.
3. Select the Add to Sort button at the bottom of the box, or press **ALT+A**.
4. Repeat Steps 2-3 to assign additional priorities (up to five).
5. Press **ENTER**.

Switch to Form Setup from Filer

1. Select Form setup from the File Menu (**F2**).
2. Make any necessary changes to the layout. (See the "Form Setup" article.)
3. Return to Filer by selecting Filer from the File Menu (**F2**) in Form Setup.

Form Setup

Question: What do you get when you cross a Filer with Form Setup?

Answer: A Flexible Filer!

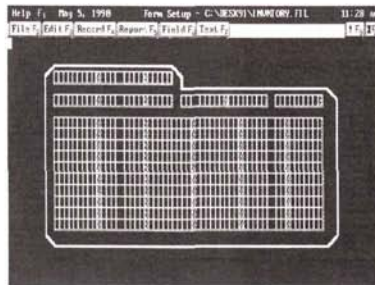
A **very** flexible Filer because with Form Setup you create the files yourself from “scratch.” This means that you control every aspect of your file layouts.

To begin with, you control the size and location of the information fields. But, there’s even more. For example, you can assign field labels to later remind you which information item to enter in each field. You can even include graphics from the Draw application in your layouts.

To see the relationship between Filer and Form Setup, open *inventory.fil* in Filer. Display any record. Then, switch to Form

Setup by selecting Form setup from the File Menu (**F2**).

Notice that the Form Setup menus replace the Filer menus. You are still in the file, but now you are looking at *inventory.fil*’s record layout.



Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Exit the Application

- Press **ESC** to return to the desktop.

Highlight Fields

- Use the arrow keys to position the cursor anywhere in a field, and then press the space bar.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**. Select the file you want to open in the Open File dialog box.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Press **↓** until you highlight Run and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt, and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application. (If you do not specify a data file name, select the file in the Open File dialog box.)

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu (**F3**)).

You must always access a file's report layout through the file's record layout. Select Define from the Report Menu (F5) whether you are creating the report for the first time or going back to make changes to it.

Create a New Record Layout

When you create a new file in the Filer application, you might want to design a specific record layout that can handle the information you are tracking in the file.

1. Select New from the File Menu (F2) in Form Setup.
A dialog box appears.
2. Type the filename for the new file.
3. Press ENTER.

The application displays an empty work area. This is where you will create the file's record layout.

To show you how to create a record layout from scratch, let's create a possible layout you might want to use to track medical expenses.

For example, if you wanted the Filer application record to look like this:

The screenshot shows a form with the following fields and labels:

- Patient: [text box]
- Illness: [text box]
- Dr.: [text box]
- Date: [text box]
- Date Ins. Filed: [text box]
- Exam: [text box]
- Lab Work: [text box]
- Medicine: [text box]
- Total Charges: [text box]
- Amount Ins. Covered: [text box]

You would create this record layout:

The screenshot shows a form with the following fields and labels:

- Patient: [text box]
- Illness: [text box]
- Dr.: [text box]
- Date: [text box]
- Date Ins. Filed: [text box]
- Exam: [text box]
- Lab Work: [text box]
- Medicine: [text box]
- Total Charges: [text box]
- Amount Ins. Covered: [text box]

The Record Menu (F4) in Form Setup contains the Define option, which lets you create the record layout. This option is automatically selected when you use the New option to create a new file. All you have to do is begin adding fields.

Follow our example here to learn how to use Form Setup.

1. Use the arrow keys to position the cursor where you want the first field (not the field label) to appear. Then, select the Add option from the Field Menu (F6).

The field's first character slot appears.

Exact positioning of the fields is not important. You can highlight them and move them around, using the Cut and Paste options on the Edit Menu (F3).

2. Add character slots until the field is the desired size.

Here's how: Press → as needed and then press ENTER to end the field.

Moving the cursor down and up adds and deletes whole rows of character slots. Moving the cursor right and left adds and deletes whole columns. Every tenth slot is shaded to aid you in counting.

3. A dialog box appears so that you can specify the field attributes. For example, for the first field, specify the attributes shown here. Then, press **ENTER**.

Data Field Definition

Name:

Outlined: ☒ yes ☐ no

Data type: ☒ text ☐ numeric

Label: ☒ left ☐ top ☐ hidden

4. Repeat Steps 1-3 to add each of the remaining fields. Follow these guidelines:
 - Select number as the data type for fields in which you will enter dollar amounts. Select text as the data type for all other fields.
 - Select yes or no for outlining.
5. Insert the dollar sign (\$) and decimal point (.) *format characters* in the amount fields. Also, you can insert dashes (–) or slashes

(/) in the appropriate slots in the date field.

Here's how: Highlight the field, and then select Format from the Field Menu. Then, type the format characters in the appropriate slots and press **ENTER**. (Refer to the Techniques Box for information on highlighting.)

Format characters are optional. However, you must include a decimal point in any numeric field in which you plan to enter decimal characters. Otherwise, Filer lets you enter only whole numbers. When you type numbers in a numeric field, the decimal point is automatically inserted.

6. Add the *cosmetic text* (Family Medical Expenses).

Here's how: Move the cursor to where you want the text to begin. Then, type the text and press **ENTER**.

You can copy cosmetic text and graphics using the Edit Menu's (**F3**) Copy and Paste options and include them at more than one place on a layout. However, you cannot copy a field because each field can appear only once on a layout.

Once you finish creating a record layout in Form Setup, you can immediately return to Filer to begin adding records. To do so, select Filer from the File Menu (**F2**).

Tips on Creating File Layouts

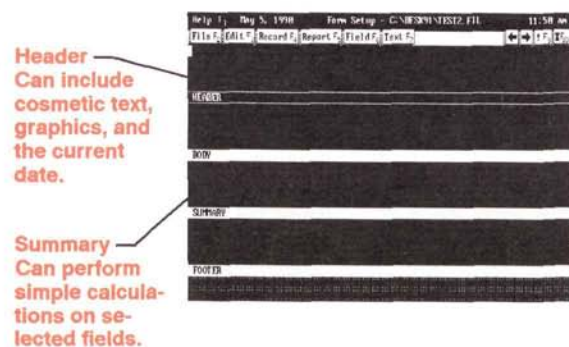
You can save time by designing layouts on paper before creating them in Form Setup. Be sure to leave enough room for field labels and outlining, if desired.

*In addition to deleting and moving a field, you can change its size and attributes (using the Field Menu's (**F6**) Size and Change options). Be careful when editing a field because any information already entered into this field through Filer might be lost.*

Create a Report Layout

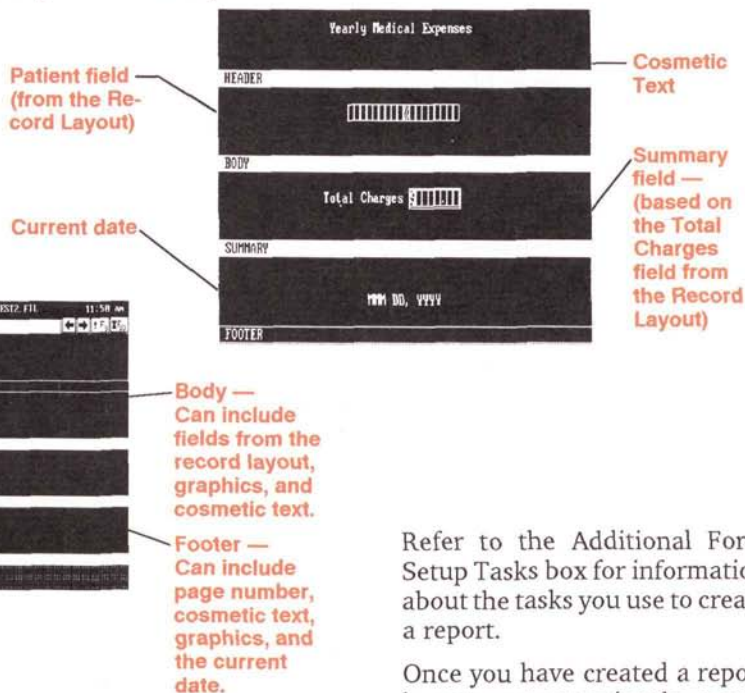
Depending on the type of information you are tracking, you might want to be able to print a report from your Filer file. You can use Form Setup to create an optional *report layout* in addition to the record layout.

To begin creating a new report layout, you must first display the record layout for the appropriate Filer file, and then select Define from the Report Menu (F5). A screen with four sections appears.



When the cursor is in one of these sections, the title bar for that section is **unhighlighted**.

If you had created the medical expenses record layout described earlier in this article, you might want to design a report that shows a specific member of the family's medical expenses since the beginning of the year. For example:



Refer to the Additional Form Setup Tasks box for information about the tasks you use to create a report.

Once you have created a report layout, you can print the report using the Print report option on the File Menu (F2) in the Filer application.

Preview of Other Form Setup Uses

Form Setup gives you total control over the design of your Filer files. Regardless of what you decide to track using Filer, you can easily use Form Setup to customize the screen for the exact information you want to keep.

Be sure to see the Additional Form Setup Tasks box for more specific task instructions. Also, remember you can press **F1** for DeskMate's help.

Additional Form Setup Tasks

Add a Field to a Record Layout

1. Select Define from the Record Menu (**F4**). (Automatically selected when you enter Form Setup.)
2. Position the cursor where you want the field (not the label).
3. Select Add from the Field Menu (**F6**).
4. Press **→** until you insert the appropriate number of character slots, and then press **ENTER**.
5. At the Name: prompt, type the name for the field.
6. At the Outlined: prompt, choose whether you want the field outlined.
7. At the Data type: prompt, choose text or number to indicate the type of information you will enter in the field.
8. At the Label: prompt, choose where you want the label to appear.
9. Press **ENTER**.

Add a Field to a Report Layout

1. Select Define from the Report Menu (**F5**).
2. In the layout's body section, position the cursor where you want the field's information to appear.
3. Select Add from the Field Menu (**F6**).
4. Highlight the name of the field you want at the specified location.
5. Press **ENTER**.

Add a Summary Field to a Report Layout

1. Select Define from the Report Menu (**F5**).
2. In the layout's summary section, position the cursor where you want the summary field to appear.
3. Select Summary from the Report Menu (**F5**).
4. In the Fields list box, highlight the field on which you want to base the summary.
5. At the Name: prompt, type a name for the summary field.
6. At the Outlined: prompt, choose whether you want the field outlined.

7. At the Data type: prompt, choose text or number to indicate the type of information you will enter in the field.
8. At the Label: prompt, choose where you want the label to appear.
9. Press **ENTER**.

Add cosmetic Text

- Position the cursor and type.

Add Format Characters

1. Highlight the field that will contain format characters (-/\$.).
2. Select Format: from the Field Menu (**F6**).
3. Type the format character(s) in the appropriate character slot(s).
4. Press **ENTER**.

Boldface Text

1. Highlight the text.
2. Select Bold from the Text Menu (**F7**).

Cancel Boldface or Underline

1. Highlight the text.
2. Select Plain from the Text Menu (**F7**).

Change Field Attributes

1. Highlight the field on a record or report layout whose attributes you want to change.
2. Select Change from the Field Menu (**F6**).
3. Change the appropriate options.
4. Press **ENTER**.

Change the Size of a field

1. Highlight the field.
2. Select Size from the Field Menu (**F6**).
3. Press **→** to add character slots.
4. Press **ENTER**.

(Continued on next page) —→

Additional Form Setup Tasks (Continued)

Change the Size of a Report Layout Section

1. Select Define from the Report Menu (F5).
2. Position the cursor in the section you want to resize.
3. Select Resize section from the Report Menu (F5).
4. Press ↓ to add lines or ↑ to delete lines.
5. Press ENTER.

Copy a File's Layouts

1. Select Copy layouts from the File Menu (F2).
2. At the Copy to: prompt, type a filename.
3. Press ENTER.

Delete Information from a Layout

1. Highlight the information.
2. Select Clear from the Edit Menu (F3).

Insert a Date on a Report

1. Position the cursor in either the header or footer section where you want the date to appear.
2. Select Today's date from the Report Menu (F5).

Insert Page Numbers on a Report

1. Position the cursor in either the header or footer section where you want the date to appear.
2. Select Page number from the Report Menu (F5).

Place Graphics on a Layout

1. Using the Draw application, create the art.
2. Copy the art to the clipboard.
3. Open the appropriate record or report layout.
4. Position the cursor where the art will appear.
5. Select Paste from the Edit Menu (F3).

Print a Layout

1. Display the record or report layout you want to print.
2. Select Print from the File Menu (F2).
3. Choose Screen, Printer, or File.
4. Press ENTER.

Resize a Picture

1. Highlight the art to be resized.
2. Select Size picture from the Edit Menu (F3).
3. Resize the box as you would in the Draw application.

Sort Records

1. Select Sort from the Record Menu (F4).
2. Highlight the field you want to assign the highest priority.
3. Select Add to Sort at the bottom of the dialog box (or press ALT+A).
4. Repeat Steps 2-3 to assign up to five fields.
5. Press ENTER.

Switch Between Layouts

To switch from a record layout to its report layout:

- Select Define from the Report Menu (F5).

To switch from a report layout to its record layout:

- Select Define from the Record Menu (F4).

Text a Report Layout

1. Select Show page from the Report Menu (F5).
2. Press ENTER.

Underline Text

1. Highlight the text.
2. Select Underline from the Text Menu (F7).

Hangman

Need a break from work? Here's a chance to have fun and improve your vocabulary, too.

Hangman is a word game that has remained popular for years with young and old alike. With DeskMate's version of Hangman, you'll enjoy a diversion from work and chores — and maybe add some words to your vocabulary in the process.

You can access Hangman from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.

Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

When you select Hangman, this is the first thing you see:

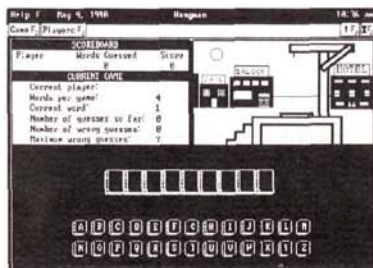


This dialog box lets you design your game by specifying the number of players, how many words you want to guess, and how many wrong guesses you can have before Hangman gets you with his noose. When you

finish making your choices, move the cursor to the OK button and press **ENTER**.

Press **TAB** to move the cursor (the underline) and press the space bar to increase or decrease your choices. If you need additional help setting up or playing the game, be sure to press **F1** for DeskMate's help.

Another dialog box appears so that you can type the names of the players. When you're finished, select OK. The Hangman screen appears.



Now you're ready to play!

The player whose name appears in the Current Game box goes first.

Type the letter you want to guess.

If you are using a mouse, you can point to a letter and click.

If the letter you choose is one of the letters in the word, it appears in the appropriate box(es) and is no longer available for this game.



If you try to exit during the middle of a game, you are asked if you want to save the game. If you choose YES, the next time you select Hangman, the program asks if you want to continue the saved game.

If the letter you choose is not in the word, part of the hangman drawing appears, and you are one step closer to being hanged!

Keep guessing letters until you guess the word (YOU'VE BEEN PARDONED) or until the drawing is complete (YOU'VE BEEN HANGED).

The winner is the player who makes the least number of wrong choices.

A quick glance at the Scoreboard will tell you everything you need to know about the score and who's next.

If at any time you want to change the game or the players, use the appropriate option on the Players Menu (F3).

After each game, you'll be asked if you want to play another game. Simply select YES or NO.

When you are finished, press **ESC** (or select Exit from the Game Menu (F2)) to return to the desktop.

Good luck and have fun!

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt. Press **ENTER** to open the application.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Telecom

Your computer can become a wonderful communications tool with Telecom. Using your telephone and a modem, you can communicate with an information service, send that special computer game to a friend, or just keep in contact.

Telecom makes communicating with another computer simple by letting you build and save an automatic log-on (**autolog**) "connection" file.

Before you use Telecom, be sure to enter the communications settings that DeskMate needs to connect you to another source. You enter these settings using the Setup option on the Accessory Menu (F10). For more information about using Setup, see the "Accessories" article in this magazine.

You can access Telecom from the desktop or from another DeskMate application. Refer to the Techniques Box in this article for further information.

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press ENTER.

Before You Set Up an Autolog File

When setting up an autolog file, you must have specific information (such as word length, parity, and so on) about the **host** (the computer you want to communicate with). Be sure you have this information before setting up your file.

Here's a sample autolog file that contains some of the common commands you'll use to set up your own autolog files:

Commands	Parameters
Set	300, 8, N, 1, ON
Call	555-1212
Send	Break-Sequence
Wait for	"login", 30 seconds

Let's go through the process of setting up this file.

You will probably be using a modem with Telecom. It is possible, however, to use Telecom without a modem if you are directly connected to another computer.

A very popular telecommunications service is CompuServe. The following autolog file provides a pattern you can follow to access this service. You will need to enter your own modem baud rate, the local CompuServe number and your ID number and password assigned by CompuServe.

```
Set      1200,7,E,1,ON
Call     (Local CompuServe
          number)
Wait     3 seconds
Send     "^C"
Wait for ":",30 seconds
Send     (ID number,
          for example
          "70007,xxxx ^M)
Wait for ":",30 seconds
Send     (Password, for example
          "PASS*WORD ^M"
```

There are many other services available. Information from these services will provide the parameters you need to setup other autolog files.

Set Up a Sample Autolog File

Remember that some of the options you choose when creating your own autolog files will depend on the requirements of the host computer. The autolog file you set up with the steps below is a sample to help you get acquainted with the procedure. As you create your own autolog files, you can add as many commands as you want to make your login procedures quick and automatic. Remember, too, that you can press **F1** for DeskMate's help.

Set the Communication Parameters for the Sample File

1. Select **Set** from the Commands Menu (**F3**).

A dialog box appears.

2. At the Baud prompt, choose 300, to tell Telecom how fast to transmit information to the other system.
3. At the Word Length prompt, choose 8 to tell Telecom how the transmitted characters are formed.

4. At the Parity prompt, choose **None** to tell Telecom how to code and decode information passed on between the two computers.
5. At the Stop Bits prompt, choose 1 to tell Telecom how to check transmitted characters.
6. At the Flow control (Xon/Xoff) prompt, choose **On** to tell Telecom how to monitor transmissions between computers.
7. For the sample autolog file we are creating, none of the other options need to be chosen, so press **ENTER**.

You can choose any of these remaining check boxes as necessary when you are creating your own autolog files.

Add a Call Command to the Sample File

You can specify the number you want to call with this file so that you won't have to enter that information manually each time you use this autolog file.

1. Select **Call** from the Commands Menu (**F3**).

A dialog box appears.

2. At the Phone number: prompt, type 555-1212 (the host's telephone number).

If you have an auto-dial modem, the number is dialed automatically when you execute the file. For other modems, you must manually dial the host's telephone number immediately before executing the autolog file.

3. Press **ENTER**.

Add a Send Command to the Sample File

In the file we are creating, the host computer needs a break sequence to get its attention. Using the Commands Menu's (**F3**) Send option, you can send a break sequence or a string of characters to the host computer using your autolog file.

1. Select Send from the Commands Menu (**F3**).

A dialog box appears.

2. Press ↓ to move the cursor to the Send break sequence button, and press the space bar.

3. Press **ENTER** to complete the task.

Add a Wait Command to the Sample File

Sometimes when you are logging onto a host computer, you need to wait for the host to pick up your call. You can add a wait command to your autolog file to help make your login procedure easier.

For this file, let's say the host gives you a "login" message when you are logged onto the host.

1. Select Wait from the Commands Menu (**F3**).

A dialog box appears.

2. Choose the Wait for string: button and then type login in the field below the button.

3. At the Timeout: prompt, type 30 so Telecom will wait 30 seconds for the "login" message.

4. Press **ENTER**.

Execute an Open Autolog File

To execute an open autolog file, such as this one, simply select Execute from the Commands Menu (**F3**). The terminal screen appears, and DeskMate performs the autolog tasks you have outlined in your file.

Disconnect the Telephone Line

When you finish communicating with the host computer, simply select Disconnect from the Options Menu (**F5**) to disconnect the call.

You can also disconnect automatically by pressing **ESC** at any time. You return to the Commands screen. Press **ESC** again to return to the desktop.

Preview of Other Telecom Uses

You can use the Telecom application to communicate with outside news services, bulletin boards, or other host systems. You can also communicate with other computers directly (via cable) or through a modem.

In addition to the autolog file commands we have already introduced, you can include transfer commands in your autolog files. Or, if you prefer, you can transfer information manually without using an autolog file.

Also, as you create autolog files, and they need to be changed, you can insert or delete command lines in these files.

Another special Telecom feature is the buffer. You can store transmitted information in the buffer and then copy it to a file or print it as needed.

Be sure to see the Additional Telecom Tasks box for more specific task instructions. Also, remember to press **F1** for DeskMate help.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to select OK and open the application or file.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Additional Telecom Tasks

Add a Transfer Command to an Autolog File

1. Select Transfer from the Commands Menu (F3).
2. Highlight the name of the file you want to transfer.
3. Choose Send to transfer a file from your computer to the host or Receive to transfer a file from the host to your computer.
4. Choose Xmodem to use the special file transfer protocol or ASCII to use the ASCII file transfer protocol.
5. If you chose ASCII, choose the appropriate option:
Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character.
Strip line feed after carriage return to take out line feeds after carriage return characters.
Straight ASCII transfer to strip all non-ASCII codes from the file.
6. If necessary, at the Command to start transfer: prompt, type the command needed to indicate to the host that your computer is ready to receive the ASCII file.
7. Choose Add carriage return to add a carriage return for the command in Step 6 if required.
8. At the Timeout: prompt, type the number of seconds you want Telecom to wait.
9. Press ENTER.

Delete a Line from an Autolog File

1. Position the cursor in the line you want to delete.
2. Select Delete from the Commands Menu (F3).

Delete the Buffer Contents

1. Select Clear from the Buffer Menu (F4).
Note: If you have not saved the contents of the buffer since you added the last character, DeskMate will ask if you want to save the changes. To save the contents into a file before you clear the buffer, continue with Step 2. To delete the contents of the buffer without saving them, choose NO. The contents of the buffer are deleted.
2. Select YES, NO, or CANCEL.
3. Type a filename.
4. Press ENTER.

Display the Command Screen During Communications

- Press ALT+C.

Display the Terminal Screen

To display the terminal screen without executing an autolog file, select Terminal from the Options Menu (F5).

Execute a Saved Autolog File

1. Select Autolog from the File Menu (F2).
2. Highlight the name of the autolog file you want to execute.
3. Press ENTER.

Insert a Line in an Autolog File

1. Move the cursor to the line immediately below where you want to insert a blank line.
2. Select Insert from the Commands Menu (F3).

Load the Buffer from Within an Autolog File

1. Select Load from the Buffer Menu (F4).
2. Highlight the name of the file you want to load.
3. Press ENTER.

Load the Buffer from Another Drive or Directory

1. Select Load from the Buffer Menu (F4).
2. Highlight the appropriate drive or directory and press ENTER.
3. Repeat Step 2 until the list box displays the file you want to load.
4. Highlight the name of the file you want.
5. Press ENTER.

Print the Buffer Contents

1. Select Print from the File Menu (F2).
2. At the Print to: prompt, choose Printer, Screen, or File.
3. Press ENTER.

Note: If you are printing to a file, remember to specify a filename.

Transfer a File Manually

1. Select Transfer file from the Options Menu (F5).
2. Highlight the name of the file you want to transfer.
3. Choose Send to transfer a file from your computer to the host or Receive to transfer a file from the host to your computer.
4. Choose Xmodem to use the special file transfer protocol or ASCII to use the ASCII file transfer protocol.
5. If you chose ASCII, choose the appropriate option:
Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character.
Strip line feed after carriage return to take out line feeds after carriage return characters.
Straight ASCII transfer to strip all non-ASCII codes from the file.
6. If necessary, at the Command to start transfer: prompt, type the command needed to indicate to the host that your computer is ready to receive the ASCII file.
7. Choose Add carriage return to add a carriage return for the command in Step 6 if required.
8. At the Timeout: prompt, type the number of seconds you want Telecom to wait.
9. Press ENTER.

Turn the Buffer On and Off

- Select Buffer on or Buffer off from the Options Menu (F5), depending on whether you want to see the incoming data.

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

You can say good bye to your typewriter and give your letters, term papers, and important documents a facelift with DeskMate's Text application. Use Text for any project for which you would ordinarily use a typewriter.

You can access Text from the desktop or from within another DeskMate application. If you need more information about opening DeskMate's applications, be sure to see the Techniques Box in this article.

When you enter Text, here's what you see:



Think of the Text screen as a sheet of typing paper. The difference is, you don't have to rip out the paper and throw it away if you make a mistake. Simply use a few Text commands to adjust your document until it is exactly the way you want it. Text can even check your spelling.

This article explains some of the basics of Text and then guides you through some editing techniques in a fun way. To learn about all the various features (or if you have questions about the tasks described here), remember to press **F1** for DeskMate's help.

Take a few minutes to do the tasks in this article, and enjoy!

The Case of the Missing Signature

An eerie shadow looms over the computer; the blinking cursor on the computer screen is the only movement in the room. Moments pass, and finally a lone figure faces the screen and begins to type the confession that (if discovered in time) will save Nellie Tucket's life.

Type Information

Type the following information, and press the appropriate keys where indicated:

If you make mistakes while you are typing, use the **BACKSPACE** key to delete the character to the left of the cursor or **DELETE** to delete the character to the right of the cursor.

To whom it may concern:
ENTER
ENTER

On the night of April 6, 1990, I committed the act of murder against Floyd Fiend.
ENTER
ENTER

TAB Signed, **ENTER**
ENTER

TAB Luke Ludicrous

Luke studies the confession and decides to make some changes.

Edit Text

Insert Words

1. Move the cursor immediately before the c in committed.
2. Type willfully.
3. Press the space bar.

Use Bold

1. Use the arrow keys to move the cursor to the beginning of the confession.
2. Highlight To whom it may concern:

To highlight text, press **SHIFT** and the appropriate arrow key.

The text appears in reversed type.

3. Select Bold from the Text Menu (**F4**).

The text appears in a different intensity.

If your printer supports boldface, the text you highlighted will appear boldfaced when printed.

Use Text's Spell Checker

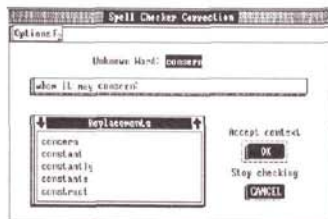
Luke is a perfectionist, and if his confession might be used in a court of law, he wants the spelling to be correct.

1. Select Proof from the Edit Menu (**F3**).

If you typed Luke's confes-

sion correctly, the message All words are correctly spelled appears.

If a word is misspelled, a dialog box appears showing the "unknown" word, the context in which it is used, and some possible replacements. For example:



You can choose a word from the Replacements box or move the cursor to the context field and correct the misspelled word.

2. Press **ENTER**.

Now there's just one last change; a change that could be fatal to Nellie Tucket.

Remove Text

1. Move the cursor to the beginning of Luke's name.
2. Highlight the entire name.
3. Select Cut from the Edit Menu (**F3**).

Viola! The condemning name is erased. (But is it?)

Meanwhile, as Nellie waits on Death Row, her friend, Sam Clubs (the man Nellie loves) returns to the scene of the crime to look for a clue that will lead him to the real murderer.

Re-insert Text

Finding a locked door in the gothic structure that was once the home of Nellie's uncle, Floyd Fiend, Sam struggles to get the door open. Once in the room, he finds the unsigned confession glaring at him from the computer screen. His hopes sink. But, suddenly Sam remembers there is a special invisible memory buffer that stores text that has been removed from a document.

1. Move the cursor to the space just under Signed.
2. Select Paste from the Edit Menu (**F3**).

Success!! Luke's name magically appears. Sam has solved the case, but how does he convince the police of it? He can't take the computer to Police Headquarters?

Printing Text

Sam is going to print the confession. If you have a printer, you can print the confession, too.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (Refer to your printer manual.) Also, be sure you use the Printer option in DeskMate's Setup Accessory to specify the type of printer you are using. See the "Accessories" article for instructions on using the Printer option.

1. Select Print from the File Menu (**F2**).

A dialog box appears.

2. At the Print to: prompt, choose the Printer button.

3. Press **ENTER**.

Lucky for Nellie! Sam has the evidence to prove her innocence.

Find Just the Right Word

You can be more precise in your written communication by adding a Thesaurus word-finding system to your software collection. The DeskMate Thesaurus Companion lets you look up and replace words in a document you create with DeskMate's Text application. You can purchase this product at your local Radio Shack Store.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Exit the Application

- Press **ESC** to return to the desktop.

Highlight Text

1. Use the arrow keys to move the cursor to the beginning of the text you want to highlight.
2. Press **SHIFT** and the appropriate arrow key(s) to highlight the text.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run, and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to select OK and open the application or file.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu (**F3**)).

Preview of Other Uses for Text

The uses for Text are almost endless. You can tailor the design of your page to meet your needs for reports, term papers, advertisements, or letters. Using Text with DeskMate's Draw application, you can insert pictures you create into your Text documents. In addition, you can use the addresses you have stored in the Address Book application to create form letters. Use your imagination.

DeskMate's Text application has lots of additional special features to meet your needs. Be sure to see the Additional Text Tasks box for more specific task instructions. And remember, you can press **F1** for DeskMate's help any time you need it.

Additional Text Tasks

Add a Field from Address Book

1. Move the cursor to the location where you want to insert a field from the Address Book.
2. Select Add field from the Layout Menu (**F6**).
3. Choose the field to insert at the cursor location.
4. Press **ENTER**.

Cancel Boldface or Underline

1. Highlight the text you want to return to plain type.
2. Select Plain from the Text Menu (**F4**).

Center and Uncenter Text

1. Move the cursor to the line of text you want to center.
2. Select Center or Uncenter from the Text Menu (**F4**).

Insert New Text

- Press **INSERT** to toggle between Insert and Overtyping mode. (If Insert is the current mode, a check mark appears next to the Insert option on the Edit Menu (**F3**).)

Note: When you are in Insert mode, anything you type is inserted at the cursor's location. When you are in Overtyping mode, anything you type replaces existing text.

Convert Documents to ASCII

- Select To ASCII from the File Menu (**F2**).

Note: If you convert a document into ASCII format, all word-processing codes (such as boldfacing, headers/footers, indents, and centering), pictures in the document, and page setup parameters are removed.

Create a Footer

1. Select Footer from the Layout Menu (**F6**).
2. Choose the desired option.
3. Press **ENTER**.

Create a Header

1. Select Header from the Layout Menu (**F6**).
2. Choose the desired option.
3. Press **ENTER**.

Delete a Footer

1. Select Footer from the Layout Menu (**F6**).
2. Select No footer.

Delete a Header

1. Select Header from the Layout Menu (**F6**).
2. Select No header.

Delete a Section of a Document

1. Highlight the section of your document that you want to delete.
2. Select Clear from the Edit Menu (**F3**).

End a Page

1. Type **.N**.
2. Press **ENTER**.

Find Text

1. Move the cursor to where you want to begin the search.
2. Select Find from the Search Menu (**F5**).
3. At the Search for: prompt, type the characters you want to find.
4. Press **ENTER**.
5. To find subsequent occurrences of the same text, select Find next from the Search Menu (**F5**).

Format a Page Layout

1. Select Page setup from the File Menu (**F2**).
2. Change the desired options.
3. Press **ENTER**.

(Continued on next page) →

Additional Text Tasks (Continued)

Hide All Pictures

- Select Hide from the Picture Menu (F7).

Note: Hiding pictures in a document replaces all pictures with **Picture Located Here**.

Highlight an Entire Document

- Select Select all from the Edit Menu (F3).

Indent Text

1. Select Indent from the Text Menu (F4).
2. At the First line indent: prompt, type the number of characters you want to indent the first line of a paragraph from the document's left margin.
3. At the Left margin indent prompt, type the number of characters you want to indent the body of the paragraph from the document's left margin.
4. At the Right margin indent prompt, type the number of characters you want to indent the body of the paragraph from the document's right margin.
5. Press ENTER.

Insert a Picture into a Document

1. Follow the instructions in the "Draw" article to cut or copy a picture to another application.
2. Exit Draw.
3. Open the appropriate Text document.
4. Move the cursor to where you want to place the picture.
5. Select Paste from the Edit Menu (F3).

Insert Another Document into the Document on the Screen

1. Move the cursor to the place where you want to insert another document.
2. Select Merge from the File Menu (F3).
3. Highlight the document you want to merge.
4. Press ENTER.

Insert Today's Date in Your Document

1. Move the cursor to the place in your document where you want the date to appear.
2. Select Today's date from the Layout Menu (F6).
3. Choose the format in which you want the date to appear.
4. Press ENTER.

Move a Picture Within the Same Document

1. Select the art to be moved.
2. Select Move from the Picture Menu (F7).
3. Move the art to a new location in your document.

Print Form Letters

Note: If you are using a diskette system, the document you want to print and the Address Book file must be on the same diskette before you attempt to print a form letter.

1. Select Print form letter from the File Menu (F2).

Note: If your document is untitled, you will be prompted to enter a filename.

2. Select the list you want to use from the Address Book.
3. Press ENTER.

Reinsert Deleted Information

1. Move the cursor to the place in your document where you want to reinsert text you removed using the Delete option.
2. Select Un-Delete from the Edit Menu (F3).

Resize a Picture

1. Place the cursor anywhere on the picture.
2. Select Size from the Picture Menu (F7).
3. Change the size of the box as you would in the Draw application.

Show All Pictures

- Select Show from the Picture Menu (F7).

Substitute Text

1. Select Substitute from the Search Menu (F5).
2. At the Search for: prompt, type the text you want to find and replace, using no more than 30 characters.
3. At the Replace with: prompt, type the text you want to use as a replacement.
4. Press ENTER.

If the text is found, a dialog box appears asking whether you want to make the substitution at this particular occurrence.

5. Select YES, NO, or CANCEL.

Underline Text

1. Highlight the text you want to underline.
2. Select Underline from the Text Menu (F4).

Worksheet

Have you been meaning to develop a budget, balance your checkbook, or prepare a loan amortization plan? With Worksheet, DeskMate's electronic spreadsheet program, you can do all these things and more!

Worksheet will make organizing your personal finances simple. This article explains some of the basics of Worksheet and guides you through a handy example, creating a home budget.

You can access Worksheet from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

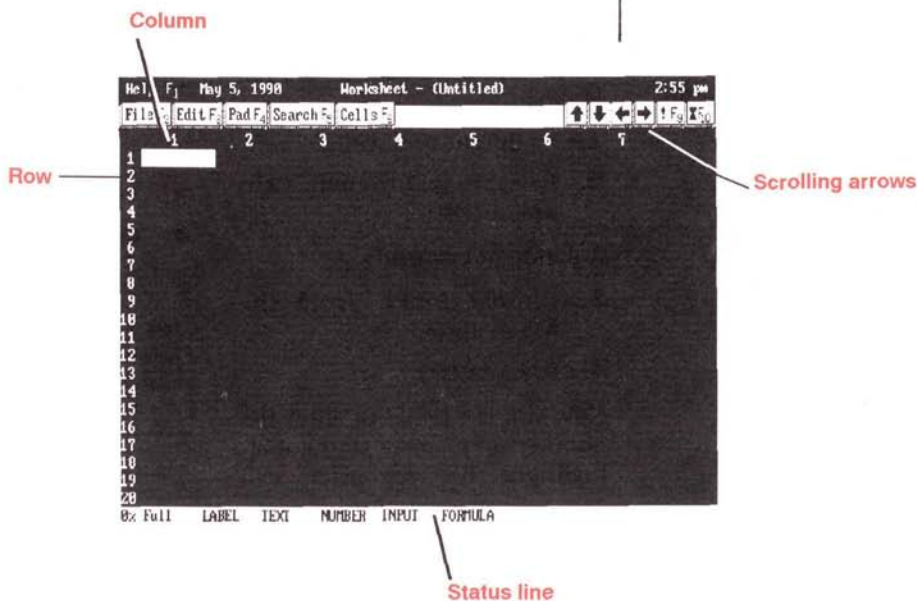
When you access Worksheet, an empty worksheet appears. A worksheet is divided into numbered *rows* and *columns*. The area where a row and column intersect is called a *cell*. Cells are identified by row and

column numbers. For example, the first cell in the upper left corner (highlighted when you open a worksheet) is referenced as R1C1. A cell's *default* size is 10 characters.

Your worksheet consists of 99 rows and 99 columns that intersect to form cells of 10 characters. (You can change the default number of characters in a cell.) You can move the cursor from cell to cell by using any of the keyboard arrow keys (or scrolling arrows if you are using a mouse).

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the new diskette and press ENTER.



Let's begin our sample home budget with a title. To enter this text, do the following:

1. Highlight cells R2C3 and R2C4 by pressing the arrow keys to move the highlight to R2C3. Then, press **SHIFT** + **→** to also highlight R2C4.

Press **SHIFT** and an arrow key to highlight consecutive cells.

2. Select Start text from the Cells Menu (**F6**).
3. Type HOME BUDGET.

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

4. Select End text from the Cells Menu (**F6**).

Use the Start text and End text options on the Cells Menu (**F6**) when you want to type in text that is longer than one cell's length. Otherwise, you can simply highlight a cell and begin typing.



Next, let's enter labels to identify your worksheet's categories.

1. Move the highlight to cell R9C1, type GROCERIES, and press **↓**.
2. Using the same procedure, enter the labels CLOTHES, MORTGAGE, ELECTRIC, GAS, CAR, AUTO INSUR. Then, skip a line (R16C1) and enter the last three labels Minimum, Maximum, and Total.

Repeat the same procedure to enter BUDGETED and ACTUAL in Row 7 for Columns 2 and 3.



To right align BUDGETED and ACTUAL on your screen, do the following:

1. Highlight both cells.
2. Select Format from the Cells Menu (**F6**).

A dialog box appears.

3. Choose Right from the Align option.
4. Press **ENTER**.

Now you are ready to enter the numbers. To enter a number, highlight the appropriate cell and type the number. As you type the numbers, notice that

decimal points are automatically inserted if you don't insert them. (For example, if you type 125 the screen displays 125.00.) Worksheet also automatically aligns the numbers to the right.

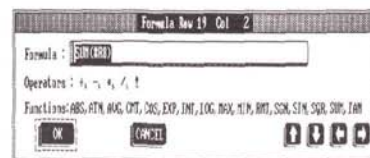
To delete all the characters in a cell or a block of cells, highlight the cell(s) and press **DELETE**.

GROCERIES	250.00	217.17
CLOTHES	150.00	129.31
MORTGAGE	720.00	720.00
ELECTRIC	65.50	62.35
GAS	87.00	64.19
CAR	145.00	145.00
AUTOINSUR	60.00	60.00

To tell Worksheet what calculations you want done, enter *formulas* where you want the results of the calculations to appear.

To enter the first formula in this example, do the following:

1. Highlight cell R19C2.
 2. Select Formula from the Cells Menu (**F6**).
- A dialog box appears.
3. Type the formula SUM(#R8).
 4. Press **ENTER**.



The formula SUM(#R8) tells Worksheet to total all the numbers listed from Row 8 to Row 19 in Column 2. The # identifies this cell as an absolute reference. (For additional information about the formulas, operators, and functions you can use with Worksheet, refer to the *DeskMate User's Reference*.)

The formula does not appear in the cell, but when the cell is highlighted the formula can be seen in the *status line*. Different formulas can be entered in other cells to yield additional results.

Enter the following additional formulas. (Remember to refer to the *DeskMate User's Reference*

for more information about formulas.)

In Cell: Type Formula:

R17C3	MIN (#R8)
R18C3	MAX (#R8)
R19C3	SUM (#R8) - (#R17+R18)

After you insert formulas into a worksheet, you can get the results of the calculations by selecting Calculate from the Pad Menu (F4). The answers are displayed in the cells that contain the formulas. If you calculate our sample worksheet, you get these results:

	1	2	3	4	5
1					
2					
3					
4					
5					
6					
7					
8			BUDGETED	ACTUAL	
9		GROCERIES	250.00	217.17	
10		CLOTHES	150.00	129.31	
11		MORTGAGE	720.00	720.00	
12		ELECTRIC	65.50	62.35	
13		GAS	97.00	64.19	
14		CAR	145.00	145.00	
15		AUTO INSUR	60.00	60.00	
16					
17		Minimum		60.00	
18		Maximum		720.00	
19		Total	1477.50	1358.02	

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Highlight Consecutive Cells

- Press **SHIFT+** ↓ or ↑.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to select OK and open the application or file.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu (**F3**)).

Preview of Other Uses for Worksheet

Use the Worksheet application for any type of report that requires calculations. In addition to a budget, you might, for example, create a balance sheet for your business, an amortization schedule, or an estimated loan repayment schedule. For your convenience, Worksheet comes with already created files to help you setup an amortization schedule (trm.wks) and an estimated loan repayment schedule (loan.wks).

Be sure to see the Additional Worksheet Task box for more specific task instructions. Also, remember to press **F1** for DeskMate's help.

Additional Worksheet Tasks

Add a Column Between Columns

1. Position the highlight to the right of where you want to add the new column.
2. Select Insert column from the Pad Menu (**F4**).

Add a Row Between Rows

1. Position the highlight below where you want to add the new row.
2. Select Insert row from the Pad Menu (**F4**).

Change a Formula

1. Move the highlight to the cell that contains the formula you want to change.
2. Select Formula from the Cells Menu (**F6**).
3. Type the new formula.
4. Press **ENTER**.

Change the Width of One or More Columns

1. Move the highlight to the column whose width you want to change.
2. Select Column width from the Pad Menu (**F4**).
3. Choose Current to change the highlighted column or All to change all columns.
4. At the Width: prompt, type the new width.
5. Press **ENTER**.

Delete an Entire Worksheet

1. Select Select all from the Edit Menu (**F3**).
2. Select Clear from the Edit Menu (**F3**).

Find a Cell

1. Select Find cell from the Search Menu (**F5**).
2. At the Row: prompt, type the row number of the cell you want to find.
3. At the Column: prompt, type the column number for the cell you want to find.
4. Press **ENTER**.

Find a Label

1. Select Find label from the Search Menu (**F5**).
2. At the Label: prompt, type the label you want to find.
3. Press **ENTER**.

Find a Number

1. Select Find number from the Search Menu (**F5**).
2. At the Number: prompt, type the number you want to find.
3. Press **ENTER**.

To find subsequent occurrences:

4. Select Find next from the Search Menu (**F5**).

Input Contents of a Specific Cell before Calculation

1. Select Input from the Cells Menu (**F6**).
2. At the Field Name: prompt, type a phrase to identify the cell.
3. At the Field Value: prompt, type the numerical value you will use most often, or leave the box blank.
4. Press **ENTER**.

Remove a Column

1. Move the highlight to the column you want to delete.
2. Select Delete column from the Pad Menu (**F4**).

Remove a Formula

1. Move the highlight to the cell that contains the formula.
2. Select Formula from the Cells Menu (**F6**).
3. Press **BACKSPACE** to delete the formula.
4. Press **ENTER**.

Remove a Row

1. Move the highlight in the row you want to delete.
2. Select Delete row from the Pad Menu (**F4**).

Appendix

Data Diskettes

If you have a diskette-based computer, you can save disk space by storing your data — letters, reports, worksheets, and so on that you create using DeskMate — on separate diskettes from your application programs. The procedures that follow describe how to use *data diskettes* with DeskMate.

To prepare a diskette for storing nothing but data, you format it as a data diskette. (From the desktop, you can use the Format option on the Disk Menu (F4).) The following sections explain how to use formatted data diskettes.

One-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.
2. Open an application, and create a file.
3. Remove the application diskette, and insert a data diskette.
4. Select Save as from the File Menu.

A dialog box appears.

5. At the Save as: prompt, type the name you want to give the file, and press **ENTER**.

The file will be saved to this diskette.

To open an application and its data file:

1. Start DeskMate.
2. Open an application.
3. Remove the application diskette from the drive, and insert the data diskette into the drive.
4. Select Open from the File Menu (F2).

A dialog box appears, listing all the files you can open on the current diskette.

5. Highlight the file you want to open, and press **ENTER**.

Keep the data diskette in the drive while working on the file so that you can periodically save the file to its data diskette.

Two-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.
2. Insert an application diskette into Drive A and a data diskette into Drive B.
3. Open the application.
4. Select Save as from the File Menu (F2).

A dialog box appears.

5. At the Save as: prompt, type B: and the name you want to give the file, and press **ENTER**.

The file will be saved onto this diskette.

Computing is Easier — with a Hard Disk

Expand the power and memory of your computer by adding a hard disk. You'll also enjoy the convenience of running your DeskMate applications and files without having to insert various program diskettes.

To open an application and its data file:

1. Start DeskMate.
2. Insert an application diskette into Drive A and the data diskette into Drive B.
3. Open the application.
4. Select Open from the File Menu (F2).

A dialog box appears.

5. Highlight Drive B ([B:]) and press **ENTER**.

Keep the data diskette in Drive B while working on the file so that you can periodically save the file to its data diskette.

Memory Considerations

If you increase the number of file buffers or files beyond the MS-DOS default, you might encounter program limitations.

Setting the Dmconfig File

Dmconfig is a setting that you can use to tell DeskMate where to store its *configuration files* (files required to retain the current DeskMate memory settings), the data file *personal.adr* (required by the Address Book application), and the data file *personal.cal* (required by the Calendar application).

Normally, you do not need to specify or change the dmconfig setting. However, there is one condition that requires that you set dmconfig:

- If you have a hard disk computer and you rearrange your files so that they are stored in directories other than the default directories, you need to set dmconfig to those directories.

To set dmconfig, type the following command at the system prompt each time you boot up the system:

```
set dmconfig=directory
```

where *directory* is the directory you want dmconfig set to.

Reminder: Always double-check the spelling of the directory name. Spelling a name incorrectly is the same as setting dmconfig to a nonexistent directory, an error that causes DeskMate to operate improperly. An error message appears on the screen if you misspell a directory name.

You can place the set dmconfig command in an autoexec.bat file. By placing this command in autoexec.bat, you won't have to type it each time you boot up because dmconfig will execute automatically on system startup.

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As a DeskMate owner, you're eligible for special offers from Tandy. You'll use these coupons as your proof of ownership of DeskMate.

Special Offer Coupon

5

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Special Offer Coupon

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Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 5

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Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 2

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 6

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 3

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

Special Offer Coupon 7

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Additional Info: _____

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